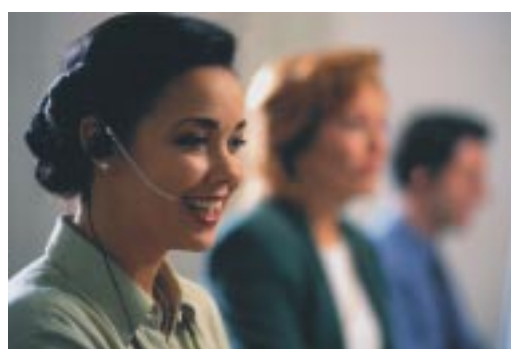


# 2000 - 2001

**Kern, Inyo and Mono Counties**

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# **Occupational Outlook Report**



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A product of the California Cooperative Occupational Information System  
and the Kern, Inyo and Mono Workforce Investment Board through  
Employers' Training Resource, a Career Services Center Partner



2000 - 2001

**Kern, Inyo and Mono Counties**

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# **Occupational Outlook Report**

*Sponsored by*

Kern County Board of Supervisors  
Inyo County Board of Supervisors  
Mono County Board of Supervisors  
State of California, Employment Development Department,  
Labor Market Information Division  
(<http://www.calmis.cahwnet.gov>)  
California Occupational Information Coordinating Committee  
(<http://www.soicc.ca.gov>)

*A product of*

The California Cooperative Occupational Information System (CCOIS)



*Presented by*

The Kern, Inyo and Mono Workforce Investment Board

*Prepared and Published by*

Employers' Training Resource,  
a Career Services Center Partner  
2001 28th Street  
Bakersfield, CA 93301  
(661) 336-6893 or (800) 334-5670  
Fax: (661) 336-6858

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# Acknowledgments

**U**nder the Workforce Investment Act (WIA) of 1998, the Kern, Inyo and Mono Workforce Investment Board is certified by the Governor of the State of California to set policy for the three-county region regarding workforce investment activities. These activities will benefit individuals served by WIA by helping them increase their employability and earnings as well as occupational skill attainment. As a result, these individuals will contribute to improving the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.

The Kern, Inyo and Mono Workforce Investment Board includes the following members:

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Roger Hargis	Stuart Witt

The Kern, Inyo and Mono Workforce Investment Board gratefully acknowledges the following participants and contributors who have made the *2000 - 2001 Occupational Outlook Report* possible.

- The employers of Kern, Inyo and Mono Counties who gave their valuable time and shared information for this project;
- The education and training providers of Kern, Inyo and Mono Counties who provided information on education and training programs for the occupations appearing in this report;
- The Kern County Board of Supervisors;
- The Inyo County Board of Supervisors;
- The Mono County Board of Supervisors;
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# Introduction

**T**he 2000 - 2001 Occupational Outlook Report is presented by the Kern, Inyo and Mono Workforce Investment Board through the efforts of Employers' Training Resource (ETR). ETR is a department of the County of Kern that administers funds for employment and training activities and services in Kern, Inyo and Mono Counties.

The information contained in this report was collected and analyzed through a cooperative effort between ETR and the Labor Market Information Division of the California Employment Development Department (LMID/EDD) as part of a statewide project known as the California Cooperative Occupational Information System (CCOIS). The CCOIS was initiated by EDD in 1986 to determine the occupational needs of employers and to match those needs with the skills of local job seekers. The California Occupational Information Coordinating Committee (COICC) provided additional guidance.

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to ETR's Labor Market Information unit.

The 2000 - 2001 Occupational Outlook Report includes the input of hundreds of employers in Kern, Inyo and Mono Counties. The aggregate data represent the employment of several thousand workers in the 25 occupations studied in the three-county area. The data presented in this report are intended to provide schools, counselors, job seekers and businesses with current information and projected trends.

## Key Terms

When reference is made to *all*, *almost all*, *most*, *many*, *some* or *few* of the survey respondents, the following definitions apply:

<i>All</i>	100%
<i>Almost All</i>	80% to 99%
<i>Most</i>	60% to 79%
<i>Many</i>	40% to 59%
<i>Some</i>	20% to 39%
<i>Few</i>	Less than 20%

Following are descriptions of each section of the Occupational Summaries.

## Titles and Descriptions

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U. S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

## Wages and Benefits

### Wages

The wage data enable comparison of salary ranges across occupations. The data are not intended to represent official prevailing wages. The wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. Extreme wages are excluded. One wage section is shown when the percent of union employment, as reported by employers, is greater than 80% or less than 20%. Two wage sections are shown when the percent of union employment, as reported by employers, is from 20% to 80%. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. All wage data reflect wages through November 16, 2000.

Although wage information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

# Introduction (continued)

When responding to the survey, employers were asked to refer to the definitions below:

**New hires, no experience:** Wages of persons trained or untrained but with no paid experience.

**New hires, experienced:** Wages paid to journey-level or experienced persons just starting at the firm.

**Three years with firm, experienced:** Wages generally paid to persons with three or more years of journey-level experience at the firm.

## Benefits

This section provides information on fringe benefits traditionally offered by employers for full-time workers (and part-time workers, if applicable). The percentages are based on the number of employers who responded to the question.

## Employer Requirements

This category presents the amount and kinds of work experience, education and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

### Minimum Level of Education Required

Because the lack of education will create a barrier with some employers, their educational statements have been included in this report. This section indicates the minimum education level accepted for each occupation as reported by employers. The percentages shown are based on the number of employers responding to this question. While minimum educational requirements have been shown as the responding employers expressed them, these educational requirements are not always essential for the performance of job duties.

### Experience and Training

This section indicates the percentage of responding employers who require work experience in the

occupation, accept other occupational experience, accept training as a substitute for experience and require technical or vocational training.

### Available Training

Where applicable, we have identified local training providers who offer related training for each occupation. A list of these training and education providers is located at the back of this report. Additional information about the availability of these and other occupational training opportunities may be found at the California Occupational Information Coordinating Committee (COICC) website at <http://www.soicc.ca.gov>.

### Skills, Licenses and Other Requirements

The basic skills, knowledge, abilities, certification and licensing information described in this section are from information provided by LMID/EDD and not from employers in Kern, Inyo and Mono Counties who responded to the survey.

### Supply and Demand

The terms used in this section of the summary refer to the relative difficulty the employers experienced in finding qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for experienced and inexperienced workers. Terms are currently defined as:

<i>Very Difficult</i>	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
<i>Moderately Difficult</i>	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty

## Introduction (continued)

finding qualified applicants at times. Qualified applicants may find little competition in their job search.

### *Not Difficult*

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

### Recruitment Methods

Listed in this section are the most common methods used by the responding employers to recruit applicants for the occupation.

### Size of Occupation

The terms used to describe the size of each occupation refer to the projected number of workers in an occupation for the period 1997 - 2004. This estimate was obtained from the Occupational Forecast Tables provided by LMID/EDD. The following scale was used to define the occupation size:

Terms	% of Wage & Salary Employment Total	Kern, Inyo and Mono Counties
<i>Small</i>	less than .15	308 or less
<i>Medium</i>	.15 but not .30	309 to 617
<i>Large</i>	.30 but not .65	618 to 1,338
<i>Very Large</i>	.65 and above	1,339 or more

### Gender

Reporting employer response to the gender question is mandatory and is stated as a percentage of the employees represented.

### Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from the Standard Industrial Classification (SIC) as used in the 1997-2004 Occupational Forecast Tables supplied by LMID/EDD.

### Projections

This section reports employers' perceptions of whether employment in an occupation declined, remained stable or grew over the past 12 months, and whether the employers expected their firms' employment within an occupation to decline, remain stable or grow over the next 24 months.

### Growth Rate

Growth rates for the years 1997-2004, as projected in the Occupational Forecast Tables provided by LMID/EDD, are described by their relationship to growth for all occupations in the survey area. For the period 1997-2004, the combined projected average growth rate for all occupations in Kern, Inyo and Mono Counties is 16.9 percent. One of the following standard terms is used to describe the expected growth rate for the outlook period:

<i>Much faster than average</i>	1.50 times average or more
<i>Faster than average</i>	1.10 to 1.49 times average
<i>Average</i>	0.90 to 1.09 times average
<i>Slower than average</i>	0.10 to .89 times average
<i>No significant change, or remain stable</i>	No growth projected

## Other Information

### Hours Worked

The average number of weekly hours worked by full-time employees and part-time employees, if applicable, are shown in this section.

### Promotional Opportunities

This section shows whether the responding employers promote employees in the occupation to higher level positions.

## Introduction (continued)

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### Possible Uses for This Report

- **Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, benefits, labor demand and sources of employment and training.
- **Program Planning:** This report provides planners and administrators with local employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve or plan new programs.
- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.
- **Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- **Human Resources Management:** Small business owners and large corporation directors alike can use this report to help determine competitive wages and benefits, improve their recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions.

Questions regarding the information contained in this report should be directed to Employers' Training Resource, Labor Market Information, (661) 336-6978 or (800) 334-5670.

For additional information about the CCOIS project and other labor market data, please visit the EDD/LMID website at <http://www.calmis.cabwnet.gov> and the California Occupational Information Coordinating Committee (COICC) website at <http://www.soicc.ca.gov>.

# Statement of Program Methods

**T**he information presented in the *2000 - 2001 Occupational Outlook Report*, unless otherwise noted, is specific to Kern, Inyo and Mono Counties. The data contained in this report were collected from May 30, 2000, through November 16, 2000. The occupations presented in this report were selected for study by Employers' Training Resource (ETR) staff and other local users of occupational information. These users include training providers, educational administrators, vocational planners and counselors, employers and others.

## Occupation Selection

The following process was used to select the occupations to be included in this program. Initially, three criteria were identified by ETR staff to narrow down the list of occupations to be surveyed. The criteria were: the occupation has a substantial employment base in Kern, Inyo and Mono Counties; there is a substantial number of projected job openings in the three-county area; and the occupation has not been surveyed for the CCOIS project within the past three years.

For the first two criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by EDD were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Kern, Inyo and Mono Counties. Occupations that showed a strong projected growth rate and/or that have a substantial employment base and are expected to have a substantial need for replacement employers were selected.

ETR staff then developed a preliminary list of occupations. With input from local employers, community organizations, training providers, ETR staff and LMID/EDD, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

## Titles and Definitions

An occupation has a name or title and a definition that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles include janitor, phlebotomist, and electronics assembler.

## Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID/EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A nurse aid would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries--health services, retail trade, manufacturing, etc.



## Statement of Program Methods (continued)

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This was considered for each occupation when establishing the sample of employers that would receive questionnaires. The sample comprised a cross section of various sized firms and represented major employing industries for each occupation. ETR staff reviewed and modified each sample, as appropriate, to obtain an initial list of at least 40 employers for most of the occupations. For some occupations that had a limited employer base, the sample was smaller than 40 employers. LMID/EDD reviewed and approved the edited samples before the survey began.

### Questionnaire Development

A basic questionnaire was used for all occupations. This standard, two-page questionnaire was developed by LMID/EDD. A sample questionnaire is included at the back of this report.

### Survey Procedures

During the initial survey process, ETR staff further refined the samples since some employers responded that they did not use the occupation(s) being surveyed, were no longer in business or for other reasons could not be included in the study. Additional employers were added to the list based on staff's knowledge of local firms or firms listed in telephone directories and on the Internet.

ETR staff used a combination of approaches to collect the data. Initially, all employers in the sample were mailed an explanation of the program with the standard questionnaire. Follow-up phone calls were made to employers who did not respond to the mailed survey. During this follow up, ETR staff explained the project, verified that the employers used the occupation and requested their participation in the study. Employers willing to participate in the survey were encouraged to complete the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or were sent a survey by fax or mail.

Employers not responding after five working days of mailing a questionnaire were again contacted by phone

to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.

All completed surveys were reviewed by ETR staff for completeness and consistency. Employers were contacted if answers were unclear, incomplete, or conflicted with other responses or information obtained about the occupation.

Completed questionnaires were then coded for data entry. ETR's required response goal for most of the occupations was 15 useable surveys. However, those occupations with a small employer sample required a relatively greater response rate. Required response goals also included a minimum of three useable surveys from the major industry(ies) employing the occupation to ensure adequate representation.

### Tabulation and Results

Survey responses were entered into a database and tabulated. From those tabulations ETR staff analyzed the data, and the final occupation summaries were prepared. Each summary was then reviewed by EDD/LMID before the final report was produced. Unless otherwise noted, each occupational summary provides information on training and hiring requirements, size of the occupation, gender, employment trends, supply/demand assessment, wages and fringe benefits, and other information.

Specific employer information is and will remain confidential.

# Occupational Summaries

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## **Kern, Inyo and Mono Counties**

- Bartenders
  - Bus Drivers
  - Call Center Workers
  - Child Care Workers
  - Civil Engineers
  - Correction Officers and Jailers
  - Dental Hygienists
  - Dispatchers, Except Police, Fire and Ambulance
  - Electrical and Electronic Engineers
  - Employment Interviewers - Private or Public  
Employment Service
  - Financial Managers
  - Forklift Operators
  - Home Health Aides
  - Legal Secretaries
  - Lodging Managers
  - Marketing, Advertising, and Public Relations  
Managers
  - Packaging and Filling Machine Operators and  
Tenders
  - Personnel, Training, and Labor Relations Managers
  - Radiologic Technologists
  - Roofers
  - Teachers and Instructors - Vocational Education and  
Training
  - Teachers - Special Education
  - Telephone and Cable TV Line Installers and  
Repairers
  - Tire Repairers and Changers
  - Welders and Cutters
-

# Bartenders

OES Code: 650050

20 Employers Responded

75 Jobs Represented

## Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.50	\$ 5.88
New hires/with experience	\$ 5.75	\$ 7.00	\$ 6.00
Experienced/3+ yrs. with firm	\$ 5.75	\$ 8.00	\$ 7.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

It is common for this occupation to receive tips in addition to wages. Tips are not included in the wages reported above.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	0%	0%	5%	0%	0%	10%	30%	90%
Dental Ins.	0%	0%	5%	0%	0%	10%	30%	90%
Vision Ins.	0%	0%	5%	0%	0%	10%	30%	90%
Life Ins.	0%	5%	5%	0%	0%	5%	30%	90%
Sick Leave	5%	0%	0%	0%	0%	5%	30%	95%
Vacation	5%	10%	0%	0%	0%	5%	30%	85%
Retire. Plan	0%	0%	5%	0%	0%	5%	30%	95%
Child Care	0%	5%	0%	0%	0%	5%	35%	90%
Other	0%	0%	0%	0%	0%	0%	0%	0%

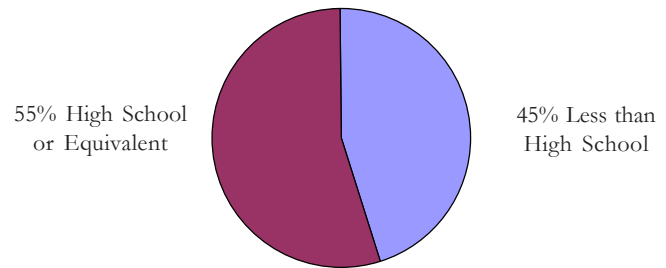
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	30%	25%	45%
Other Experience Accepted	33%	67%	0%
Training as Substitute for Experience	53%	47%	0%
Technical or Vocational Training Required	5%	90%	5%

### Available Training

- Bakersfield Academy of Bartending

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** follow purchasing procedures; operate a cash register; tolerate cigarette smoke; stand continuously for 2 or more hours; lift at least 50 lbs. repeatedly; work independently; work under pressure; deal effectively with difficult individuals; read and follow instructions; write legibly.

**Skills in:** cash handling; memorization; public contact; basic math; oral communication.



## Bartenders (continued)

**Other:** understanding of inventory techniques; knowledge of drink recipes; willingness to work with close supervision.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Not Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	90%
Walk-in Applicants	70%
Newspaper Ads	60%

**Size of Occupation:** Medium (500 - 520)

**Gender:** 44% male; 56% female

#### Where the Jobs Are

Major Employing Industries:

- Eating and Drinking Places
- Civic and Social Associations

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
5%	95%	0%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
5%	85%	10%

**Growth Rate:** Slower Than Average (4%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 24 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, some (25%) promote employees from this occupation to higher level positions, such as Bar Manager and Manager.

# Bus Drivers

OES Code: 971080

15 Employers Responded

385 Jobs Represented

## Description

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. School Bus Drivers are not included.

## Wages and Benefits

### Wages (Union)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 9.50	\$ 5.75
New hires/with experience	\$ 6.45	\$10.86	\$ 8.23
Experienced/3+ yrs. with firm	\$ 9.19	\$12.08	\$10.36

Many employers (47%) reported that wages for this occupation are subject to collective bargaining or union agreement.

### Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.81	\$ 8.00
New hires/with experience	\$ 7.65	\$ 9.59	\$ 8.91
Experienced/3+ yrs. with firm	\$ 6.50	\$12.50	\$ 9.63

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	40%	7%	53%	27%	0%	0%	7%	20%
Dental Ins.	53%	13%	27%	13%	7%	0%	13%	27%
Vision Ins.	33%	13%	40%	13%	0%	0%	27%	27%
Life Ins.	53%	13%	27%	7%	0%	0%	20%	33%
Sick Leave	73%	13%	0%	7%	0%	0%	27%	33%
Vacation	87%	27%	7%	7%	0%	0%	7%	20%
Retire. Plan	20%	7%	40%	7%	7%	7%	33%	33%
Child Care	0%	0%	7%	7%	0%	0%	93%	47%
Other	27%	13%	33%	0%	0%	0%	7%	13%

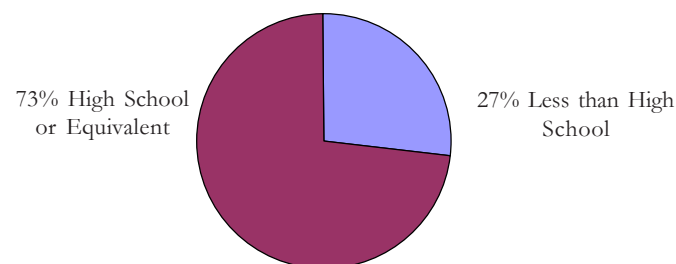
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	60%	33%	7%
Other Experience Accepted	70%	30%	0%
Training as Substitute for Experience	0%	100%	0%
Technical or Vocational Training Required	33%	47%	20%

### Available Training

Our research indicates that no formal training is locally available for this occupation.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** administer emergency first aid; perform cardio pulmonary resuscitation (CPR); write effectively; lift at least 40 lbs. repeatedly; handle crisis situations; work independently; work under pressure; read and follow instructions; write legibly.

**Skills in:** cash handling; automotive maintenance and minor repair; tire changing; map reading; public contact; basic math; oral communication.

## Bus Drivers (continued)

**Other:** willingness to work with close supervision; possession of a good DMV driving record.

**Licenses/Certificates:** Possession of a valid Class B driver's license.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	80%
Employee Referrals	53%
Other	47%

**Size of Occupation:** Medium (450 - 480)

**Gender:** 53% male; 47% female

#### Where the Jobs Are

Major Employing Industries:

- Local Government, Excluding Hospitals & Education
- Local and Suburban Transportation

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	80%	20%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	47%	53%

**Growth Rate:** Slower Than Average (6.7%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Dispatcher and Supervisor.

# Call Center Workers

OES Code: 531230999

16 Employers Responded

524 Jobs Represented

## Description

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers or process orders for products and services. Employees who work primarily as Switchboard Operators or as Dispatchers are not included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.50	\$ 8.00	\$ 7.25
New hires/with experience	\$ 7.00	\$ 9.02	\$ 8.00
Experienced/3+ yrs. with firm	\$ 7.50	\$12.00	\$10.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

In addition to wages, commissions or bonuses may also be paid to employees in this occupation. Commissions and bonuses are not included in the wages reported above.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	25%	0%	56%	13%	0%	0%	13%	31%
Dental Ins.	25%	0%	50%	13%	6%	0%	13%	31%
Vision Ins.	19%	6%	44%	6%	6%	0%	25%	31%
Life Ins.	44%	6%	19%	6%	6%	6%	25%	25%
Sick Leave	75%	19%	0%	0%	0%	0%	19%	25%
Vacation	81%	19%	0%	0%	0%	0%	13%	25%
Retire. Plan	19%	13%	44%	0%	6%	6%	25%	25%
Child Care	0%	0%	0%	0%	13%	0%	81%	44%
Other	0%	0%	13%	0%	0%	0%	0%	6%

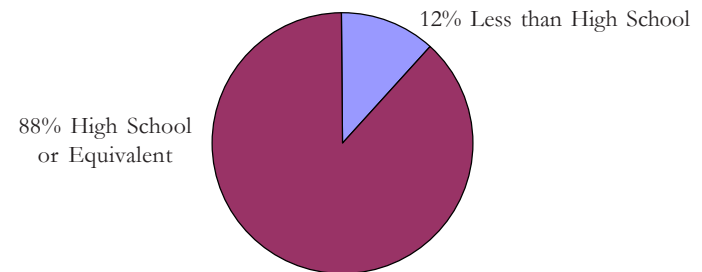
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	38%	31%	31%
Other Experience Accepted	82%	18%	0%
Training as Substitute for Experience	82%	18%	0%
Technical or Vocational Training Required	12%	63%	25%

### Available Training

Our research indicates that no formal training is locally available for this occupation.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers in San Joaquin County include the following:

**Ability to:** speak clearly; communicate with difficult people; locate information quickly; analyze situations accurately and make decisions quickly; use a computerized information system; manage multiple priorities; resolve customer complaints; explain technical material over the phone; type at least 35 wpm; sit continuously for 2 or more hours; concentrate for long periods of time; work under pressure; follow oral and written instructions; work as part of a team;

## Call Center Workers (continued)

interact well with others; exercise patience; work independently.

**Skills in:** customer service; telephone answering; oral communication.

**Other:** knowledge of specific products or services; willingness to work with close supervision.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	75%
Employee Referrals	50%
Other	44%

**Size of Occupation:** Small (204 - 257)\*

**Gender:** 13% male; 87% female

#### Where the Jobs Are

Major Employing Industries\*:

- Telephone Communications
- Department Stores

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	69%	31%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	50%	50%

**Growth Rate:** Much Faster Than Average (26%)\*

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 20 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (75%) promote employees from this occupation to higher level positions, such as Supervisor.

\*Occupational forecast information is not available for this occupation; data reported here is for the similar occupation of Adjustment Clerks, OES 531230.

# Child Care Workers

OES Code: 680380

18 Employers Responded

132 Jobs Represented

## Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Workers whose primary function is to teach in a structured setting are not included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.50	\$ 6.00
New hires/with experience	\$ 5.75	\$11.95	\$ 6.00
Experienced/3+ yrs. with firm	\$ 6.00	\$12.90	\$ 6.80

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	17%	0%	6%	6%	6%	0%	33%	78%
Dental Ins.	11%	0%	6%	6%	6%	0%	39%	78%
Vision Ins.	6%	0%	0%	0%	6%	0%	50%	83%
Life Ins.	6%	0%	0%	0%	6%	0%	50%	83%
Sick Leave	28%	17%	0%	0%	0%	0%	33%	67%
Vacation	28%	17%	0%	0%	0%	0%	33%	67%
Retire. Plan	6%	6%	0%	0%	6%	0%	50%	78%
Child Care	6%	6%	39%	44%	0%	0%	17%	33%
Other	0%	0%	0%	0%	0%	0%	0%	0%

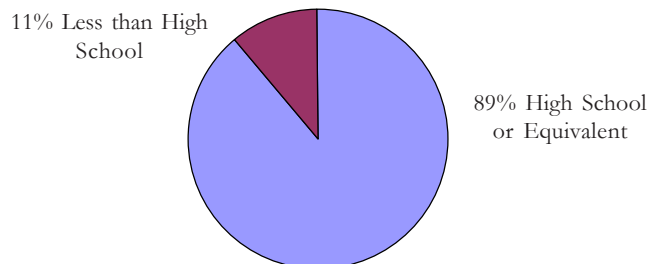
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	50%	6%	44%
Other Experience Accepted	35%	65%	0%
Training as Substitute for Experience	71%	29%	0%
Technical or Vocational Training Required	22%	72%	6%

### Available Training

- Bakersfield College
- Cerro Coso Community College
- Community Connection for Child Care
- Kern High School District - Career Resource Department
- Taft College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** administer emergency first aid; write effectively; stand continuously for 2 or more hours; lift at least 40 lbs. repeatedly; handle crisis situations; work independently; work under pressure; exercise patience; read and follow instructions; write legibly.

## Child Care Workers (continued)

**Skills in:** oral reading; music; basic math; oral communication.

**Other:** knowledge of early childhood development; understanding of a variety of cultures; possession of a clean police record; willingness to work with close supervision.

**Licenses/Certificates:** Possession of an Early Childhood Development Certificate.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	82%
Walk-in Applicants	82%
Employee Referrals	53%

**Size of Occupation:** Medium (360 - 490)

**Gender:** 2% male; 98% female

#### Where the Jobs Are

Major Employing Industries:

- Child Day Care Services

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	56%	44%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	78%	22%

**Growth Rate:** Much Faster Than Average (36.1%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 26 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (50%) promote employees from this occupation to higher level positions, such as Program Specialist, Teacher and Assistant Director.



# Civil Engineers

OES Code: 221210

15 Employers Responded

69 Jobs Represented

## Description

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions are included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$11.99	\$20.14	\$17.26
New hires/with experience	\$12.95	\$25.00	\$16.00
Experienced/3+ yrs. with firm	\$15.34	\$33.56	\$22.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	87%	13%	7%	0%	0%	0%	7%	0%
Dental Ins.	67%	13%	7%	0%	0%	0%	27%	0%
Vision Ins.	40%	13%	7%	0%	0%	0%	53%	0%
Life Ins.	67%	13%	7%	0%	0%	0%	27%	0%
Sick Leave	80%	13%	0%	0%	7%	0%	13%	0%
Vacation	93%	13%	0%	0%	7%	0%	0%	0%
Retire. Plan	20%	7%	60%	7%	0%	0%	20%	0%
Child Care	0%	0%	0%	0%	0%	0%	100%	13%
Other	0%	0%	13%	0%	7%	0%	0%	0%

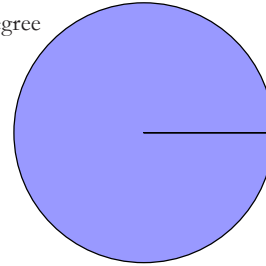
FT = Full-time Employees      PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required

100% Bachelor Degree



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	67%	20%	13%
Other Experience Accepted	8%	92%	0%
Training as Substitute for Experience	25%	75%	0%
Technical or Vocational Training Required	7%	93%	0%

### Available Training

- Bakersfield College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** apply principles of hazardous and toxic waste disposal; apply principles of transportation facility design; apply principles of structural building design; calculate weight, volume, stress factors; perform advanced mathematical computations; work independently; read and follow instructions; write legibly.

**Skills in:** report writing; cost estimating; surveying; computer assisted design (CAD); engineering programming; analysis; organization; oral communication.



## Civil Engineers (continued)

**Other:** knowledge of hydraulics; willingness to work with close supervision; willingness to travel; willingness to work overtime.

**Licenses/Certificates:** civil engineer registration.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	73%
Employee Referrals	60%
Colleges/Universities	40%

**Size of Occupation:** Small (190 - 220)

**Gender:** 87% male; 13% female

#### Where the Jobs Are

Major Employing Industries:

- Engineering & Architectural Services
- Local Government
- Federal Government

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	60%	40%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	47%	53%

**Growth Rate:** Average (15.8%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 28 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (60%) promote employees from this occupation to higher level positions, such as Project Engineer, Senior Engineer and Principal Engineer.

# Correction Officers and Jailers

OES Code: 630170

10 Employers Responded

3,175 Jobs Represented

## Description

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

## Wages and Benefits

### Wages (Union)

	Low	High	Median
New hires/no experience	\$12.04	\$14.92	\$12.50
New hires/with experience	\$12.04	\$15.23	\$13.65
Experienced/3+ yrs. with firm	\$12.50	\$20.42	\$15.09

Most employers (60%) reported that wages for this occupation are subject to collective bargaining or union agreement.

### Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 9.20	\$17.30	\$11.16
New hires/with experience	\$ 9.20	\$17.30	\$11.41
Experienced/3+ yrs. with firm	\$ 9.89	\$17.30	\$13.25

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	70%	0%	30%	10%	0%	0%	0%	20%
Dental Ins.	70%	0%	20%	10%	10%	0%	0%	20%
Vision Ins.	70%	10%	20%	0%	0%	0%	10%	20%
Life Ins.	70%	0%	10%	0%	10%	10%	10%	20%
Sick Leave	100%	10%	0%	0%	0%	0%	0%	20%
Vacation	100%	10%	0%	0%	0%	0%	0%	20%
Retire. Plan	50%	0%	40%	10%	0%	0%	10%	20%
Child Care	0%	0%	0%	0%	0%	0%	100%	30%
Other	0%	0%	0%	0%	10%	0%	0%	10%

FT = Full-time Employees

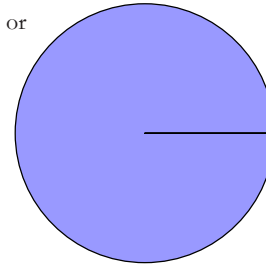
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required

100% High School or Equivalent



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	10%	70%	20%
Other Experience Accepted	0%	100%	0%
Training as Substitute for Experience	67%	33%	0%
Technical or Vocational Training Required	40%	60%	0%

### Available Training

- Bakersfield College
- San Joaquin Valley College
- Taft College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** plan and organize the work of others; administer emergency first aid; write effectively; pass a pre-employment medical examination; pass a physical performance test; handle crisis situations; work independently; work under pressure; read and follow instructions; write legibly.

**Skills in:** supervision; basic math; oral communication.

## Correction Officers and Jailers (continued)

**Other:** understanding of a variety of cultures; willingness to work with close supervision.

**Licenses/Certificates:** possession of a Firearms Qualifications Card.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	80%
Employee Referrals	40%
Other	40%
School, Program Referrals	30%
Colleges/Universities	30%
Walk-in Applicants	30%

**Size of Occupation:** Very Large (2,760 - 4,140)

**Gender:** 78% male; 22% female

#### Where the Jobs Are

Major Employing Industries:

- State Government, Excluding Hospitals and Education

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 10%	Remained Stable 60%	Grew 30%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 90%	Grow 10%
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**Growth Rate:** Much Faster Than Average (50%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 32 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, almost all (90%) promote employees from this occupation to higher level positions, such as Sergeant and Lieutenant.

# Dental Hygienists

OES Code: 329080

21 Employers Responded

51 Jobs Represented

## Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$24.44	\$31.25	\$28.57
New hires/with experience	\$23.97	\$37.50	\$31.25
Experienced/3+ yrs. with firm	\$26.37	\$42.86	\$34.38

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	29%	10%	10%	0%	0%	0%	24%	57%
Dental Ins.	19%	10%	10%	5%	0%	0%	33%	52%
Vision Ins.	10%	5%	10%	5%	0%	0%	43%	57%
Life Ins.	19%	5%	10%	5%	0%	0%	33%	57%
Sick Leave	43%	10%	5%	0%	0%	0%	14%	57%
Vacation	48%	14%	5%	0%	0%	0%	10%	52%
Retire. Plan	29%	0%	19%	10%	0%	0%	14%	57%
Child Care	0%	0%	0%	0%	0%	0%	62%	67%
Other	0%	0%	5%	0%	0%	0%	0%	0%

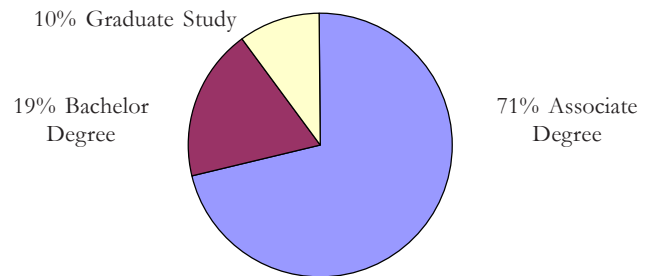
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	52%	5%	43%
Other Experience Accepted	20%	80%	0%
Training as Substitute for Experience	35%	65%	0%
Technical or Vocational Training Required	71%	29%	0%

### Available Training

■ Taft College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** follow laboratory procedures; perform or assist with dental procedures; write effectively; work independently; read and follow instructions; write legibly.

**Skills in:** supervision; general clerical; record keeping; public contact; basic math; oral communication.

**Other:** understanding of good diet and nutrition; knowledge of anesthesiology; willingness to work with close supervision.

## Dental Hygienists (continued)

**Licenses/Certificates:** possession of a Radiation Safety Certificate; licensed by the State Board of Dental Examiners; pass the National Board examination given by the Joint Commission on Dental Examinations.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	67%
Newspaper Ads	52%
Other	38%

**Size of Occupation:** Small (270 - 310)

**Gender:** 2% male; 98% female

#### Where the Jobs Are

Major Employing Industries:

- Offices & Clinics of Dentists

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 81%	Grew 19%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 75%	Grow 25%
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**Growth Rate:** Slower Than Average (14.8%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 19 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, all (100%) reported that they do not promote employees from this occupation to higher level positions.

# Dispatchers, Except Police, Fire and Ambulance

OES Code: 580050

18 Employers Responded

82 Jobs Represented

## Description

Dispatchers, except Police, Fire and Ambulance schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Police, Fire and Ambulance Dispatchers are not included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.37	\$ 7.00
New hires/with experience	\$ 5.75	\$14.55	\$ 7.88
Experienced/3+ yrs. with firm	\$ 6.25	\$18.00	\$10.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	17%	0%	61%	0%	0%	0%	22%	11%
Dental Ins.	22%	0%	33%	0%	11%	0%	33%	11%
Vision Ins.	17%	0%	22%	0%	11%	0%	50%	11%
Life Ins.	28%	0%	17%	0%	6%	0%	50%	11%
Sick Leave	39%	0%	0%	0%	0%	0%	61%	11%
Vacation	78%	0%	6%	0%	0%	0%	17%	11%
Retire. Plan	17%	0%	39%	0%	0%	0%	44%	11%
Child Care	0%	0%	0%	0%	17%	0%	83%	11%
Other	17%	0%	0%	0%	0%	0%	0%	0%

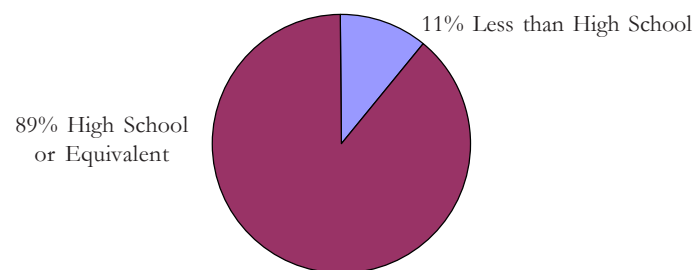
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	72%	11%	17%
Other Experience Accepted	63%	37%	0%
Training as Substitute for Experience	31%	69%	0%
Technical or Vocational Training Required	22%	67%	11%

### Available Training

Our research indicates that no formal training is locally available for this occupation.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** write effectively; type at least 30 wpm; handle crisis situations; work independently; work under pressure; follow oral instructions; read and follow instructions; write legibly.

**Skills in:** record keeping; alphabetic and numeric filing; map reading; telephone answering; customer service; basic math; oral communication.

## Dispatchers, Except Police, Fire and Ambulance (continued)

**Other:** knowledge of local streets; willingness to work with close supervision.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Very Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	67%
Employee Referrals	61%
Walk-in Applicants	50%

**Size of Occupation:** Small (240 - 280)

**Gender:** 41% male; 59% female

#### Where the Jobs Are

Major Employing Industries:

- Trucking & Courier Services, Except Air
- Pipelines, Except Natural Gas
- Miscellaneous Business Services

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
6%	61%	33%

#### Projections (continued)

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	61%	39%

**Growth Rate:** Average (16.7%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 43 hours per week. Part-time employees work an average of 24 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (50%) promote employees from this occupation to higher level positions, such as Supervisor.



# Electrical and Electronic Engineers

OES Code: 221260

12 Employers Responded

61 Jobs Represented

## Description

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Sales Engineers are not included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.30	\$19.18	\$13.42
New hires/with experience	\$ 6.30	\$27.33	\$19.11
Experienced/3+ yrs. with firm	\$ 7.00	\$40.00	\$26.79

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	33%	0%	50%	0%	0%	8%	17%	17%
Dental Ins.	25%	0%	50%	0%	8%	8%	17%	17%
Vision Ins.	17%	0%	50%	0%	0%	8%	33%	17%
Life Ins.	42%	0%	42%	0%	0%	8%	17%	17%
Sick Leave	83%	0%	0%	0%	8%	8%	8%	17%
Vacation	83%	0%	0%	0%	8%	8%	8%	17%
Retire. Plan	17%	0%	67%	0%	0%	8%	17%	17%
Child Care	0%	8%	0%	0%	8%	8%	92%	8%
Other	8%	0%	17%	0%	0%	0%	0%	0%

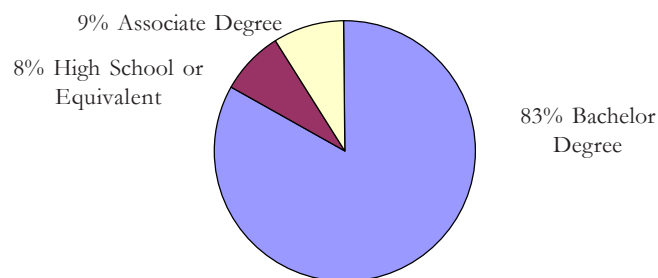
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	75%	17%	8%
Other Experience Accepted	40%	60%	0%
Training as Substitute for Experience	30%	70%	0%
Technical or Vocational Training Required	17%	75%	8%

### Available Training

- Bakersfield College
- California State University, Fresno (Edwards Air Force Base)
- California State University, Northridge (Edwards Air Force Base)

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** write technical material; design analog circuitry; design telecommunications networks; use Borland C++ programming language; use engineering applications software; secure a military security clearance; work independently; read and follow instructions; write legibly.



## Electrical and Electronic Engineers (continued)

**Skills in:** report writing; industrial design; scientific programming; digital circuitry design; computer assisted design (CAD); engineering programming; oral communication.

**Other:** knowledge of telecommunications equipment; microcomputer hardware and operating systems; UNIX; willingness to work with close supervision.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	75%
Internet	67%
Private Employment Agencies	42%

**Size of Occupation:** Large (920 - 1,020)

**Gender:** 92% male; 8% female

#### Where the Jobs Are

Major Employing Industries:

■ Federal Government

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	75%	25%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	33%	67%

**Growth Rate:** Average (10.9%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 11 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, almost all (83%) promote employees from this occupation to higher level positions, such as Senior Engineer.

# Employment Interviewers - Private or Public Employment Service

OES Code: 215080

18 Employers Responded

232 Jobs Represented

## Description

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data.

## Wages and Benefits

### Wages (Union)

	Low	High	Median
New hires/no experience	\$13.87	\$13.87	\$13.87
New hires/with experience	\$13.87	\$17.93	\$14.34
Experienced/3+ yrs. with firm	\$15.34	\$20.75	\$16.56

Some employers (22%) reported that wages for this occupation are subject to collective bargaining or union agreement.

### Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 7.88	\$18.00	\$ 8.50
New hires/with experience	\$ 7.67	\$14.13	\$11.51
Experienced/3+ yrs. with firm	\$ 8.50	\$16.23	\$14.09

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

In addition to wages, commissions or bonuses may also be paid to employees in this occupation. Commissions and bonuses are not included in the wages reported above.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	33%	6%	67%	0%	0%	0%	0%	0%
Dental Ins.	28%	0%	67%	6%	0%	0%	6%	0%
Vision Ins.	33%	6%	56%	0%	0%	0%	11%	0%
Life Ins.	33%	0%	50%	0%	6%	6%	11%	0%
Sick Leave	100%	6%	0%	0%	0%	0%	0%	0%
Vacation	100%	6%	0%	0%	0%	0%	0%	0%
Retire. Plan	28%	0%	61%	6%	0%	0%	11%	0%
Child Care	0%	0%	0%	0%	33%	0%	67%	6%
Other	0%	0%	6%	0%	6%	0%	0%	0%

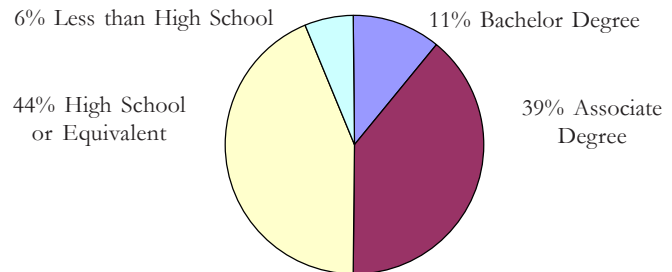
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	72%	22%	6%
Other Experience Accepted	57%	43%	0%
Training as Substitute for Experience	29%	71%	0%
Technical or Vocational Training Required	6%	89%	5%

### Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** apply sales techniques; write effectively; work independently; read and follow instructions; write legibly.

**Skills in:** personnel interviewing; record keeping; telephone sales; personnel recruiting; counseling; customer service; basic math; oral communication.

**Other:** knowledge of personnel classification procedures; knowledge of Equal Employment

# Employment Interviewers - Private or Public Employment Service (continued)

Opportunity (EEO) and affirmative action programs and guidelines; possession of a reliable vehicle; willingness to work with close supervision; tactfulness.

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	72%
Other	50%
Internet	44%

**Size of Occupation:** \*Small (9 - 10)

**Gender:** 31% male; 69% female

### Where the Jobs Are

Major Employing Industries:

- Local Government, Except Hospitals & Education
- Job Training and Related Services

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	72%	28%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	22%	78%

**Growth Rate:** Slower Than Average (11.1%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 20 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (89%) promote employees from this occupation to higher level positions, such as Account Representative, Manager, Branch Manager and Area Manager.

\*Projections for occupational size are annual averages and may not accurately portray the number of workers in this occupation at the time the survey was conducted.

# Financial Managers

OES Code: 130020

15 Employers Responded

23 Jobs Represented

## Description

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 9.00	\$17.10	\$11.51
New hires/with experience	\$11.00	\$29.39	\$19.18
Experienced/3+ yrs. with firm	\$13.00	\$38.35	\$21.58

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	47%	0%	47%	0%	7%	0%	0%	0%
Dental Ins.	33%	0%	60%	0%	7%	0%	0%	0%
Vision Ins.	40%	0%	47%	0%	7%	0%	7%	0%
Life Ins.	47%	0%	40%	0%	0%	0%	13%	0%
Sick Leave	100%	0%	0%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%	0%	0%
Retire. Plan	40%	0%	53%	0%	7%	0%	0%	0%
Child Care	0%	0%	20%	0%	13%	0%	67%	0%
Other	7%	0%	20%	0%	0%	0%	0%	0%

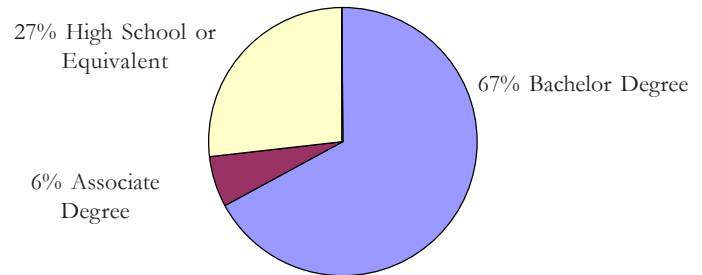
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	80%	20%	0%
Other Experience Accepted	25%	75%	0%
Training as Substitute for Experience	8%	92%	0%
Technical or Vocational Training Required	13%	80%	7%

### Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- National University - Bakersfield Academic Center
- San Joaquin Valley College
- Taft College
- University of LaVerne Extension
- University of Phoenix (Bakersfield)
- University of Phoenix (Edwards Air Force Base)
- Vanguard University Extension
- Webster University Extension

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

## Financial Managers (continued)

**Ability to:** plan and organize the work of others; apply techniques of statistical analysis; analyze securities; hire and assign personnel; interpret actuarial and probability of loss tables; use computers in accounting applications; perform advanced mathematical computations; read and comprehend information quickly; work independently.

**Skills in:** business math; report writing; cost accounting; financial planning; budget analysis; cost analysis; verbal presentation.

**Other:** understanding of regulations affecting financial institutions.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	80%
Internet	53%
Private Employment Agencies	40%

**Size of Occupation:** Large (770 - 890)

**Gender:** 48% male; 52% female

#### Where the Jobs Are

Major Employing Industries:

- Local Government, Except Hospitals & Education
- Credit Unions
- Hotels and Motels
- Crude Petroleum and Natural Gas

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 73%	Grow 27%
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**Growth Rate:** Average (15.6%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (60%) promote employees from this occupation to higher level positions, such as Division Manager and Director.

# Forklift Operators

OES Code: 921683999

15 Employers Responded

281 Jobs Represented

## Description

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.00	\$ 6.25
New hires/with experience	\$ 5.75	\$10.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 6.50	\$13.10	\$ 8.25

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	40%	0%	47%	7%	0%	0%	13%	13%
Dental Ins.	13%	0%	40%	7%	0%	0%	47%	13%
Vision Ins.	13%	0%	20%	7%	0%	0%	67%	13%
Life Ins.	20%	0%	47%	7%	0%	0%	33%	13%
Sick Leave	47%	7%	0%	0%	0%	0%	53%	13%
Vacation	73%	13%	0%	0%	0%	0%	27%	7%
Retire. Plan	7%	7%	53%	0%	0%	0%	40%	13%
Child Care	0%	0%	0%	0%	13%	0%	87%	20%
Other	13%	0%	7%	0%	0%	0%	0%	0%

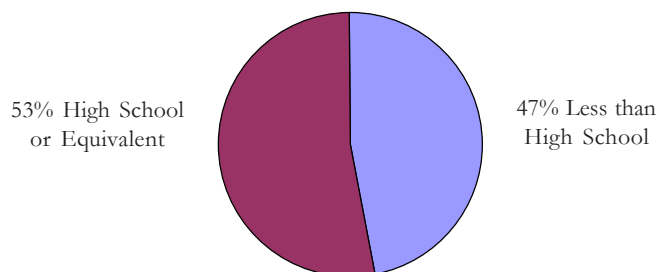
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	53%	33%	14%
Other Experience Accepted	50%	50%	0%
Training as Substitute for Experience	70%	30%	0%
Technical or Vocational Training Required	13%	60%	27%

### Available Training

- Sierra Safety Training Center
- Taft College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers in San Diego County include the following:

**Ability to:** follow safe truck operating procedures; keep accurate records of materials moved; operate hand or electric pallet jack; do physically demanding work; read and follow instructions; lift 50 lbs.

**Skills in:** basic math; oral communication.

**Other:** good hand, eye, foot coordination; knowledge of loading pallets, skis and boxes; clean Department of Motor Vehicles (DMV) record.

## Forklift Operators (continued)

**Licenses/Certificates:** possession of a California driver's license; pass forklift operator's safety test.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Walk-in Applicants	80%
Newspaper Ads	53%
Other	53%
Employee Referrals	40%

**Size of Occupation:** Large (683 - 775)\*

**Gender:** 94% male; 6% female

#### Where the Jobs Are

Major Employing Industries\*:

- Public Warehousing and Storage
- Department Stores
- Miscellaneous Plastics Products, not elsewhere classified

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
6%	67%	27%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	80%	20%

**Growth Rate:** Slower Than Average (13.5%)\*

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 44 hours per week. Part-time employees work an average of 26 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (73%) promote employees from this occupation to higher level positions, such as Foreperson and Supervisor.

\*Occupational forecast information is not available for this occupation; data reported here is for the similar occupation of Industrial Truck and Tractor Operators, OES 979470.



# Home Health Aides

OES Code: 660110

15 Employers Responded

309 Jobs Represented

## Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Nursing Aides and Homemakers are excluded.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 9.27	\$ 7.29
New hires/with experience	\$ 6.00	\$ 9.27	\$ 7.63
Experienced/3+ yrs. with firm	\$ 6.20	\$10.50	\$ 8.50

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	13%	0%	33%	13%	7%	7%	20%	40%
Dental Ins.	13%	0%	27%	13%	7%	0%	27%	47%
Vision Ins.	7%	0%	20%	13%	0%	0%	47%	47%
Life Ins.	13%	7%	20%	0%	0%	0%	40%	53%
Sick Leave	47%	20%	7%	0%	0%	0%	20%	40%
Vacation	53%	27%	7%	0%	0%	0%	13%	33%
Retire. Plan	7%	0%	27%	13%	13%	13%	27%	33%
Child Care	0%	0%	7%	0%	13%	7%	53%	53%
Other	7%	7%	0%	0%	0%	0%	0%	0%

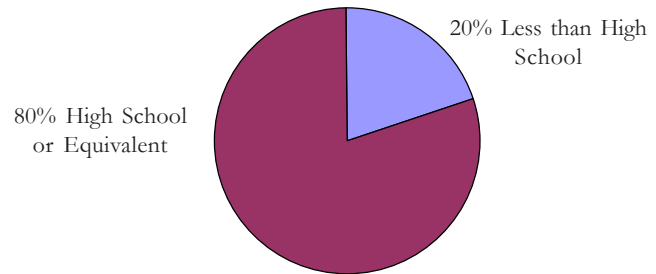
FT = Full-time Employees

PT = Part-time Employees

*Percentages are based on the number of employers responding to this question.*

## Employer Requirements

### Minimum Level of Education Required



*Percentages are based on the number of employers responding to this question.*

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	60%	7%	33%
Other Experience Accepted	57%	43%	0%
Training as Substitute for Experience	43%	57%	0%
Technical or Vocational Training Required	27%	60%	13%

### Available Training

- Arvin High School
- Bakersfield College
- Career Development Center
- Cerro Coso Community College
- Delano Adult School
- East Bakersfield High School
- Inyo County Adult Education
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District - Career Resource Department
- Kern High School District Regional Occupational Center
- Kern Valley High School
- North Kern Vocational Training Center
- Stockdale High School



## Home Health Aides (continued)

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** prepare meals; apply transferring techniques moving patients; write effectively; pass a pre-employment medical examination; work independently; read and follow instructions; write legibly.

**Skills in:** basic math; oral communication.

**Other:** possession of a reliable vehicle; willingness to work with close supervision.

**Licenses/Certificates:** possession of a valid driver's license; possession of a Home Health Aide (HHA) certificate; possession of a Certified Nurse Assistant qualification; certificated to perform cardio pulmonary resuscitation (CPR).

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	87%
Newspaper Ads	67%
Walk-in Applicants	60%

### Where the Jobs Are

Major Employing Industries:

- Home Health Care Services
- Residential Care
- Hospitals

**Size of Occupation:** \*Small (190 - 290)

**Gender:** 4% male; 96% female

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	60%	40%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	47%	53%

**Growth Rate:** Much Faster Than Average (52.6%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 48 hours per week. Part-time employees work an average of 32 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (53%) promote employees from this occupation to higher level positions, such as Licensed Vocational Nurse (LVN).

\*Projections for occupational size are annual averages and may not accurately portray the number of workers in this occupation at the time the survey was conducted.

# Legal Secretaries

OES Code: 551020

17 Employers Responded

79 Jobs Represented

## Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	*Insufficient Data		
New hires/with experience	\$ 6.06	\$15.36	\$10.00
Experienced/3+ yrs. with firm	\$ 8.00	\$18.17	\$13.81

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

\*Fewer than three responses exist for this wage level for this occupation.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	65%	6%	29%	6%	0%	6%	6%	12%
Dental Ins.	47%	6%	24%	6%	6%	6%	24%	12%
Vision Ins.	29%	0%	18%	12%	6%	0%	47%	18%
Life Ins.	35%	6%	6%	0%	0%	0%	59%	24%
Sick Leave	94%	12%	0%	0%	0%	0%	6%	18%
Vacation	94%	12%	0%	0%	0%	0%	6%	18%
Retire. Plan	18%	6%	47%	6%	6%	0%	29%	18%
Child Care	0%	0%	6%	0%	0%	0%	94%	29%
Other	0%	0%	0%	0%	0%	0%	0%	0%

FT = Full-time Employees

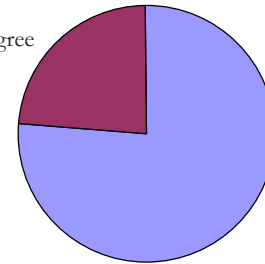
PT = Part-time Employees

*Percentages are based on the number of employers responding to this question.*

## Employer Requirements

### Minimum Level of Education Required

24% Associate Degree



76% High School or Equivalent

*Percentages are based on the number of employers responding to this question.*

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	82%	0%	18%
Other Experience Accepted	18%	82%	0%
Training as Substitute for Experience	41%	59%	0%
Technical or Vocational Training Required	6%	82%	12%

### Available Training

- California State University, Bakersfield
- California Technical College
- Santa Barbara Business College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** follow law office methods and procedures; operate a transcribing machine; follow billing procedures; use spreadsheet software; use word processing software; write effectively; maintain an appointment calendar; take dictation at 100 wpm or more; type at least 60 wpm; work independently; read and follow instructions; write legibly.

## Legal Secretaries (continued)

**Skills in:** record keeping; alphabetic and numeric filing; proofreading; telephone answering; basic math; oral communication.

**Other:** understanding of court proceedings; understanding of legal terms; willingness to work with close supervision.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	82%
Employee Referrals	65%
Private Employment Agencies	47%
Walk-in Applicants	47%

**Size of Occupation:** Medium (370 - 440)

**Gender:** 0% male; 100% female

#### Where the Jobs Are

Major Employing Industries:

- Legal Services

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 82%	Grew 12%
----------------	------------------------	-------------

Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 76%	Grow 24%
---------------	----------------------	-------------

**Growth Rate:** Faster Than Average (18.9%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 23 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (41%) promote employees from this occupation to higher level positions, such as Paralegal.

# Lodging Managers

OES Code: 150262

15 Employers Responded

23 Jobs Represented

## Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 9.21	\$ 8.15
New hires/with experience	\$ 5.75	\$21.10	\$10.00
Experienced/3+ yrs. with firm	\$ 6.90	\$24.93	\$13.30

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	20%	0%	40%	0%	0%	0%	33%	7%
Dental Ins.	0%	0%	40%	0%	0%	0%	53%	7%
Vision Ins.	0%	0%	33%	0%	0%	0%	60%	7%
Life Ins.	20%	0%	13%	0%	0%	0%	60%	7%
Sick Leave	20%	0%	13%	0%	0%	0%	60%	7%
Vacation	53%	0%	13%	0%	0%	0%	27%	7%
Retire. Plan	7%	0%	33%	0%	0%	0%	53%	7%
Child Care	7%	0%	7%	0%	0%	0%	80%	7%
Other	0%	0%	0%	0%	0%	0%	0%	0%

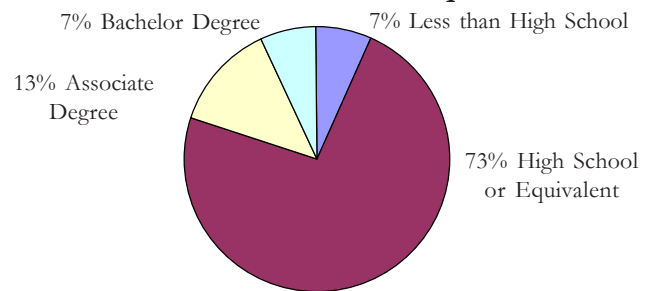
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	40%	40%	20%
Other Experience Accepted	78%	22%	0%
Training as Substitute for Experience	22%	78%	0%
Technical or Vocational Training Required	27%	73%	0%

### Available Training

- Bakersfield College
- Career Development Center
- Cerro Coso Community College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** maintain financial records; manage an activity or department; plan and organize the work of others; follow purchasing procedures; hire and assign personnel; write effectively; work independently; work under pressure; read and follow instructions; write legibly.

**Skills in:** business math; record keeping; catering; problem solving; public contact; customer service; oral communication.

# Lodging Managers (continued)

**Other:** understanding of inventory techniques; willingness to work with close supervision.

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	80%
Employee Referrals	47%
In-house Promotion or Transfer	40%

**Size of Occupation:** Large (610 - 750)\*

**Gender:** 48% male; 52% female

### Where the Jobs Are

Major Employing Industries:

- Hotels and Motels

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 100%	Grew 0%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 80%	Grow 20%
---------------	----------------------	-------------

**Growth Rate:** Faster Than Average (23%)\*

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 46 hours per week. Part-time employees work an average of 30 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (40%) promote employees from this occupation to higher level positions, such as General Manager.

\*Occupational forecast information is not available for this occupation; data reported here is for the similar occupation of Food Service and Lodging Managers, OES 150260.

# Marketing, Advertising, and Public Relations Managers

OES Code: 130110

15 Employers Responded

30 Jobs Represented

## Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.50	\$12.85	\$11.51
New hires/with experience	\$ 7.00	\$17.79	\$11.51
Experienced/3+ yrs. with firm	\$ 8.00	\$23.97	\$15.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

In addition to wages, commissions or bonuses may also be paid to employees in this occupation. Commissions and bonuses are not included in the wages reported above.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	20%	0%	53%	7%	7%	0%	20%	7%
Dental Ins.	7%	0%	40%	0%	20%	0%	33%	13%
Vision Ins.	7%	0%	40%	0%	13%	0%	40%	13%
Life Ins.	27%	0%	27%	0%	7%	0%	40%	13%
Sick Leave	60%	7%	0%	0%	7%	0%	33%	7%
Vacation	73%	7%	0%	0%	7%	0%	20%	7%
Retire. Plan	0%	0%	47%	0%	13%	0%	40%	13%
Child Care	0%	0%	7%	0%	13%	0%	80%	13%
Other	7%	0%	13%	0%	7%	0%	0%	0%

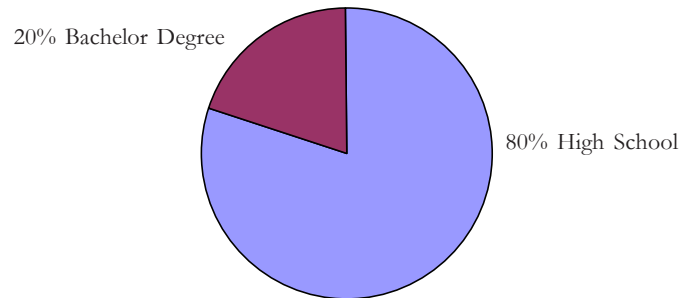
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	80%	0%	20%
Other Experience Accepted	80%	20%	0%
Training as Substitute for Experience	47%	53%	0%
Technical or Vocational Training Required	7%	87%	6%

### Available Training

- Bakersfield College
- California State University, Bakersfield
- University of LaVerne Extension
- University of Phoenix (Bakersfield)
- University of Phoenix (Edwards Air Force Base)
- Vanguard University Extension
- Webster University Extension

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** manage an activity or department; analyze and use market research data and reports; write effectively; meet deadlines; work independently; maintain good customer relations; maintain good

# Marketing, Advertising and Public Relations Managers (continued)

business relationships; manage unexpected situations or circumstances; manage multiple priorities; write legibly.

**Skills in:** supervision; media advertising sales; telephone sales techniques; basic math; oral communication.

**Other:** understanding of labor relations practices; willingness to work with close supervision; willingness to work nights, weekends, holidays; willingness to travel.

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	67%
In-house Promotion or Transfer	47%
Internet	47%

**Size of Occupation:** Medium (370 - 450)

**Gender:** 43% male; 57% female

### Where the Jobs Are

Major Employing Industries:

- New and Used Car Dealers
- Computers and Data Processing Services
- Crude Petroleum and Natural Gas

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 80%	Grew 20%
----------------	------------------------	-------------

Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 40%	Grow 60%
---------------	----------------------	-------------

**Growth Rate:** Faster Than Average (21.6%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 22 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions, such as Manager, General Manager and Director.



# Packaging and Filling Machine Operators and Tenders

OES Code: 929740

16 Employers Responded

568 Jobs Represented

## Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.00	\$ 6.03
New hires/with experience	\$ 5.75	\$ 8.50	\$ 6.25
Experienced/3+ yrs. with firm	\$ 5.75	\$11.75	\$ 7.50

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

In addition to wages, commissions or bonuses may also be paid to employees in this occupation. Commissions and bonuses are not included in the wages reported above.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	29%	0%	64%	0%	0%	0%	7%	7%
Dental Ins.	14%	0%	50%	0%	0%	0%	36%	7%
Vision Ins.	14%	0%	43%	0%	0%	0%	43%	7%
Life Ins.	21%	0%	43%	0%	0%	0%	36%	7%
Sick Leave	50%	0%	0%	0%	0%	0%	50%	7%
Vacation	79%	0%	0%	0%	0%	0%	21%	7%
Retire. Plan	7%	0%	64%	0%	0%	0%	21%	7%
Child Care	0%	0%	0%	0%	14%	0%	86%	7%
Other	0%	0%	7%	0%	0%	0%	0%	0%

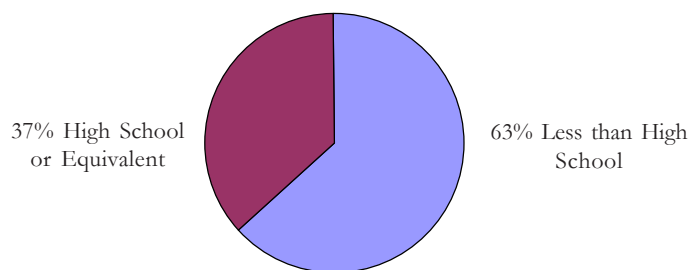
FT = Full-time Employees

PT = Part-time Employees

*Percentages are based on the number of employers responding to this question. For this occupation, 14 of 16 employers responded to this question.*

## Employer Requirements

### Minimum Level of Education Required



*Percentages are based on the number of employers responding to this question.*

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	25%	50%	25%
Other Experience Accepted	75%	25%	0%
Training as Substitute for Experience	37%	63%	0%
Technical or Vocational Training Required	0%	100%	0%

### Available Training

Our research indicates that no formal training is locally available for this occupation.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** stand continuously for 2 or more hours; lift at least 50 lbs. repeatedly; perform routine, repetitive work; work independently; follow oral instructions; read and follow instructions; write legibly.

**Skills in:** basic math; oral communication.

**Other:** possession of mechanical aptitude; willingness to work with close supervision.



# Packaging and Filling Machine Operators and Tenders (continued)

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Other	88%
Walk-in Applicants	75%
Employee Referrals	75%

**Size of Occupation:** \*Small (290 - 330)

**Gender:** 67% male; 33% female

### Where the Jobs Are

Major Employing Industries:

- Miscellaneous Nondurable Goods
- Miscellaneous Nonmetallic Mineral Products
- Beverages
- Dairy Products

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
6%	88%	6%

### Projections (continued)

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
19%	50%	31%

**Growth Rate:** Slower Than Average (13.8%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 43 hours per week. Part-time employees work an average of 20 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (81%) promote employees from this occupation to higher level positions, such as Forklift Operator, Lead Person, Foreperson and Supervisor.

\*Projections for occupational size are annual averages and may not accurately portray the number of workers in this occupation at the time the survey was conducted.

# Personnel, Training, and Labor Relations Managers

OES Code: 130050

15 Employers Responded

30 Jobs Represented

## Description

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

## Wages and Benefits

### Wages (Union)

	Low	High	Median
New hires/no experience	N/A	N/A	N/A
New hires/with experience	\$10.00	\$34.87	\$11.78
Experienced/3+ yrs. with firm	\$14.00	\$42.38	\$14.34

Some employers (20%) reported that wages for this occupation are subject to collective bargaining or union agreement.

### Wages (Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	*Insufficient Data		
New hires/with experience	\$12.00	\$28.77	\$18.70
Experienced/3+ yrs. with firm	\$14.00	\$35.96	\$22.86

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

\*Fewer than three responses exist for this wage level for this occupation.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	40%	0%	53%	0%	7%	0%	0%	0%
Dental Ins.	40%	0%	40%	0%	13%	0%	7%	0%
Vision Ins.	33%	0%	33%	0%	0%	0%	33%	0%
Life Ins.	67%	0%	27%	0%	0%	0%	7%	0%
Sick Leave	93%	0%	0%	0%	7%	0%	0%	0%
Vacation	93%	0%	0%	0%	7%	0%	0%	0%
Retire. Plan	33%	0%	53%	0%	7%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%	93%	0%
Other	13%	0%	13%	0%	0%	0%	0%	0%

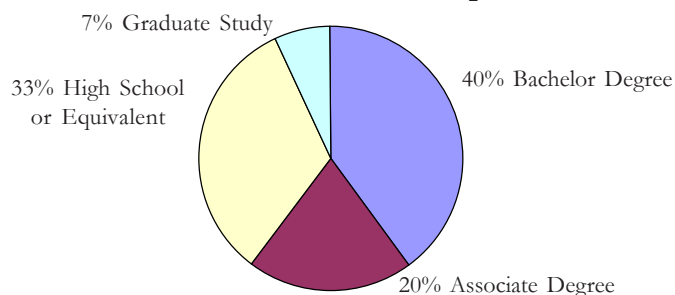
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	80%	0%	20%
Other Experience Accepted	47%	53%	0%
Training as Substitute for Experience	20%	80%	0%
Technical or Vocational Training Required	7%	87%	6%

### Available Training

- Bakersfield College
- California State University, Bakersfield
- National University
- University of LaVerne Extension
- University of Phoenix (Bakersfield)
- University of Phoenix (Edwards Air Force Base)
- Vanguard University
- Webster University Extension

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** write job specifications; manage an activity or department; plan and organize the work of others; conduct performance appraisals; explain and follow grievance procedures; hire and assign personnel; write

## Personnel, Training, and Labor Relations Managers (continued)

effectively; motivate others; work independently; work under pressure.

**Skills in:** business math; office management; negotiation; personnel interviewing; personnel recruiting; leadership; oral communication.

**Other:** understanding of labor relations practices; understanding of the collective bargaining process; understanding of employee benefit programs; knowledge of personnel classification procedures; willingness to work nights, weekends, and holidays; willingness to travel.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	73%
Internet	67%
In-House Promotion or Transfer	33%
Employee Referrals	33%
Other	33%

**Size of Occupation:** Medium (340 - 410)

**Gender:** 37% male; 63% female

#### Where the Jobs Are

Major Employing Industries:

- Labor Organizations
- Local Government, Excluding Hospitals and Education

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 87%	Grew 13%
----------------	------------------------	-------------

Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 80%	Grow 20%
---------------	----------------------	-------------

**Growth Rate:** Faster Than Average (20.6%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 43 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (40%) promote employees from this occupation to various managerial occupations.

# Radiologic Technologists

OES Code: 329190

16 Employers Responded

50 Jobs Represented

## Description

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$12.00	\$21.43	\$14.00
New hires/with experience	\$11.50	\$20.00	\$15.11
Experienced/3+ yrs. with firm	\$13.00	\$24.81	\$18.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	56%	6%	19%	13%	0%	0%	0%	25%
Dental Ins.	38%	6%	25%	13%	0%	0%	13%	25%
Vision Ins.	19%	0%	13%	13%	0%	0%	44%	31%
Life Ins.	50%	0%	19%	13%	6%	6%	0%	25%
Sick Leave	56%	13%	13%	6%	6%	6%	0%	19%
Vacation	63%	19%	13%	6%	0%	0%	0%	19%
Retire. Plan	38%	6%	25%	19%	0%	6%	13%	13%
Child Care	0%	0%	0%	0%	13%	6%	63%	38%
Other	6%	0%	0%	6%	0%	0%	0%	0%

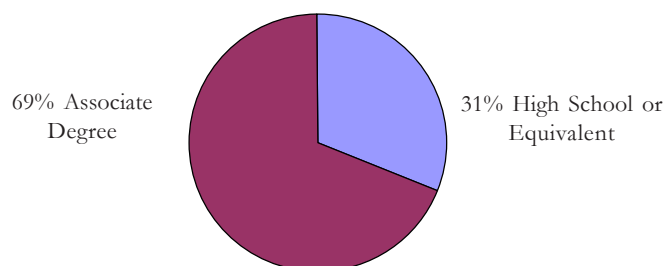
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	75%	0%	25%
Other Experience Accepted	0%	100%	0%
Training as Substitute for Experience	37%	63%	0%
Technical or Vocational Training Required	75%	25%	0%

### Available Training

■ Bakersfield College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state for the occupation of Radiologic Technologists - Diagnostic, include the following:

**Ability to:** use film developing equipment; follow fluoroscopic imaging procedures; administer magnetic resonance imaging; follow safe equipment operating practices; take vital signs; write effectively; apply transferring techniques moving patients; stand continuously for 2 or more hours; work independently; work under pressure; read and follow instructions; write legibly.

## Radiologic Technologists (continued)

**Skills in:** record keeping; ultrasound scanning; computed tomography (CT) scanning; public contact; basic math; oral communication.

**Other:** knowledge of medical terminology; willingness to work with close supervision.

**License/Certificate:** possession of a state Certified Radiologic Technologist (CRT) certificate; certification by the American Registry of Radiologic Technologists (ARRT).

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	75%
Employee Referrals	56%
School, Program Referrals	31%

**Size of Occupation:** Small (170 - 220)

**Gender:** 32% male; 68% female

#### Where the Jobs Are

Major Employing Industries:

- Offices and Clinics of Medical Doctors
- Hospitals

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 19%	Remained Stable 69%	Grew 12%
-----------------	------------------------	-------------

Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 75%	Grow 25%
---------------	----------------------	-------------

**Growth Rate:** Much Faster Than Average (29.4%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 25 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, few (19%) promote employees from this occupation to higher level positions, such as Radiologic Tech I, II, or III.

# Roofers

OES Code: 878080

15 Employers Responded

163 Jobs Represented

## Description

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, siding, and walls with material to bind, seal, insulate, or soundproof sections of structures.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.00	\$ 6.50
New hires/with experience	\$ 7.00	\$12.00	\$ 9.00
Experienced/3+ yrs. with firm	\$ 9.00	\$20.00	\$12.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	13%	0%	27%	0%	0%	0%	60%	20%
Dental Ins.	0%	0%	20%	0%	7%	0%	73%	20%
Vision Ins.	7%	0%	13%	0%	0%	0%	80%	20%
Life Ins.	0%	0%	7%	0%	7%	0%	87%	20%
Sick Leave	0%	0%	0%	0%	0%	0%	100%	20%
Vacation	0%	0%	0%	0%	0%	0%	100%	20%
Retire. Plan	0%	0%	0%	0%	0%	0%	100%	20%
Child Care	0%	0%	0%	0%	0%	0%	100%	20%
Other	0%	0%	0%	0%	7%	0%	0%	0%

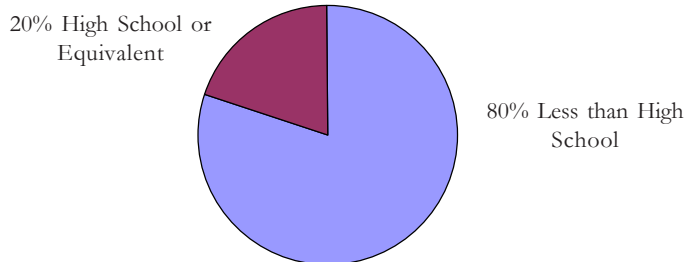
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	47%	33%	20%
Other Experience Accepted	22%	78%	0%
Training as Substitute for Experience	10%	90%	0%
Technical or Vocational Training Required	13%	87%	0%

### Available Training

- Arvin High School
- Bakersfield College
- Career Development Center
- Carpenters Local No. 743
- Cerro Coso Community College
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- West Side Regional Occupational Program

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** apply asphalt felts and coatings; install and repair shingles and shakes; apply composition roofing

## Roofers (continued)

materials; implement safe work practices; install and repair roofing tiles; climb to high places; tolerate dust and unpleasant odors; lift at least 100 lbs. repeatedly; work independently; read and follow instructions; write legibly.

**Skills in:** shop math; basic construction; roofing; carpentry; oral communication.

**Other:** knowledge of tar and asphalt mixtures; understanding of building codes; willingness to work with close supervision.

**Licenses/Certificates:** possession of a valid driver's license.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	87%
Walk-in Applicants	60%
Other	53%

**Size of Occupation:** Small (200 - 240)

**Gender:** 99% male; 1% female

#### Where the Jobs Are

Major Employing Industries:

- Roofing, Siding and Sheet Metal Work

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 7%	Remained Stable 93%	Grew 0%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 60%	Grow 40%
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**Growth Rate:** Faster Than Average (20%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 29 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, some (27%) promote employees from this occupation to higher level positions, such as Supervisor.



# Teachers and Instructors - Vocational Education and Training

OES Code: 313140

16 Employers Responded

179 Jobs Represented

## Description

Teachers and Instructors - Vocational Education and Training teach or instruct vocational and/or occupational subjects at the post-secondary level (but less than baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 7.00	\$16.00	\$10.23
New hires/with experience	\$ 7.00	\$20.14	\$12.40
Experienced/3+ yrs. with firm	\$ 9.00	\$25.57	\$16.33

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	31%	0%	25%	6%	13%	6%	25%	31%
Dental Ins.	19%	0%	13%	6%	13%	6%	50%	31%
Vision Ins.	19%	0%	13%	6%	13%	0%	50%	38%
Life Ins.	25%	0%	6%	6%	13%	6%	50%	31%
Sick Leave	56%	6%	0%	0%	0%	0%	38%	38%
Vacation	81%	6%	0%	0%	0%	0%	13%	38%
Retire. Plan	13%	0%	25%	13%	6%	0%	50%	31%
Child Care	0%	0%	0%	0%	6%	0%	88%	44%
Other	0%	0%	6%	0%	0%	0%	0%	0%

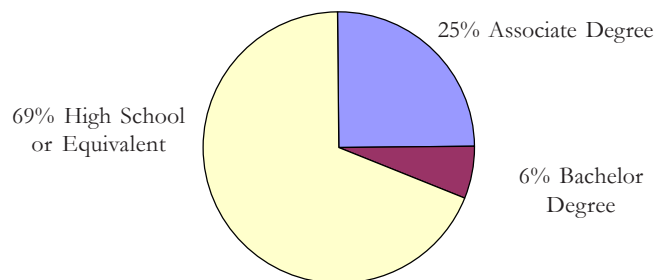
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	75%	13%	12%
Other Experience Accepted	14%	86%	0%
Training as Substitute for Experience	7%	93%	0%
Technical or Vocational Training Required	25%	69%	6%

### Available Training

- California State University, Bakersfield
- University of LaVerne Extension

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** understand foreign accents; give oral instructions; perform advanced mathematical computations; write effectively; perform strenuous, physically demanding work; work independently; work under pressure; maintain classroom discipline; write legibly.

**Other:** knowledge of Occupational Safety and Health Administration (OSHA) safety standards; willingness to work part-time; willingness to work evenings; tactfulness.



# Teachers and Instructors - Vocational Education and Training (continued)

**Licenses/Certifications:** In general, workers in this occupation need work or other experiences in their field, and a license or certificate in fields where these usually are required for full professional status.

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	88%
Employee Referrals	63%
In-House Promotion or Transfers	25%

**Size of Occupation:** Medium (470 - 610)

**Gender:** 52% male; 48% female

### Where the Jobs Are

Major Employing Industries:

- Job Training and Related Services
- Elementary and Secondary Schools
- State Government, Excluding Hospitals and Education

### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 37%	Grew 63%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 25%	Grow 75%
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**Growth Rate:** Much Faster Than Average (29.8%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 16 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (50%) promote employees from this occupation to higher level positions, such as Supervisor.

# Teachers - Special Education

OES Code: 313110

16 Employers Responded

364 Jobs Represented

## Description

Teachers - Special Education, teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$14.07	\$17.77	\$16.29
New hires/with experience	\$15.54	\$22.35	\$18.63
Experienced/3+ yrs. with firm	\$16.58	\$24.72	\$19.94

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Almost all employers (94%) report that wages for this occupation are subject to collective bargaining or union agreement.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	94%	0%	0%	6%	6%	6%	0%	0%
Dental Ins.	94%	0%	0%	6%	6%	6%	0%	0%
Vision Ins.	88%	0%	0%	6%	6%	6%	6%	0%
Life Ins.	69%	0%	0%	6%	6%	0%	25%	6%
Sick Leave	94%	0%	0%	6%	6%	6%	0%	0%
Vacation	56%	0%	0%	6%	0%	0%	44%	6%
Retire. Plan	13%	0%	63%	6%	13%	6%	13%	0%
Child Care	0%	0%	0%	0%	0%	0%	100%	13%
Other	0%	0%	0%	0%	0%	0%	0%	0%

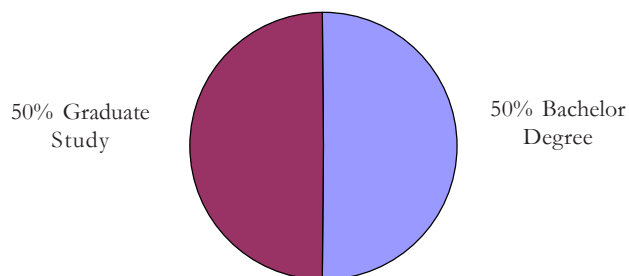
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	18%	38%	44%
Other Experience Accepted	100%	0%	0%
Training as Substitute for Experience	30%	70%	0%
Technical or Vocational Training Required	6%	94%	0%

### Available Training

- California State University, Bakersfield
- University of LaVerne Extension

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** read braille; read lips; teach physical education; use computers as a teaching tool; plan and organize training programs; write effectively; handle crisis situations; work independently; maintain classroom discipline; exercise patience; write legibly.

**Skills in:** sign language; classroom management; basic math; oral communication.

**Other:** willingness to travel; imagination and creativity.

## Teachers - Special Education (continued)

**Licenses/Certificates:** California teaching credential; Special Education Teachers can specialize and obtain credentials in Learning, Severely, Communications, Visually Impaired, and Physically Handicapped.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Very Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Colleges/Universities	94%
Walk-in Applicants	56%
Newspaper Ads	50%
Internet	50%

**Size of Occupation:** Large (540 - 830)

**Gender:** 29% male; 71% female

#### Where the Jobs Are

Major Employing Industries:

- Elementary and Secondary Schools
- State Government, Excluding Hospitals and Education

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 63%	Grew 37%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 75%	Grow 25%
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**Growth Rate:** Much Faster Than Average (53.7%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 16 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, many (44%) promote employees from this occupation to higher level positions, such as Coordinator, Administrator, and Assistant Principal.

# Telephone and Cable TV Line Installers and Repairers

OES Code: 857020

15 Employers Responded

188 Jobs Represented

## Description

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.00	\$ 8.00	\$ 7.25
New hires/with experience	\$ 7.00	\$12.00	\$10.00
Experienced/3+ yrs. with firm	\$ 9.20	\$21.01	\$14.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	27%	7%	67%	0%	0%	0%	0%	20%
Dental Ins.	7%	0%	67%	0%	7%	0%	13%	27%
Vision Ins.	0%	0%	47%	0%	13%	0%	33%	27%
Life Ins.	13%	0%	33%	0%	13%	0%	33%	27%
Sick Leave	53%	7%	0%	0%	0%	0%	40%	20%
Vacation	73%	7%	0%	0%	0%	0%	20%	20%
Retire. Plan	7%	0%	73%	0%	0%	0%	13%	27%
Child Care	0%	0%	7%	0%	13%	0%	73%	27%
Other	7%	0%	7%	0%	7%	0%	0%	7%

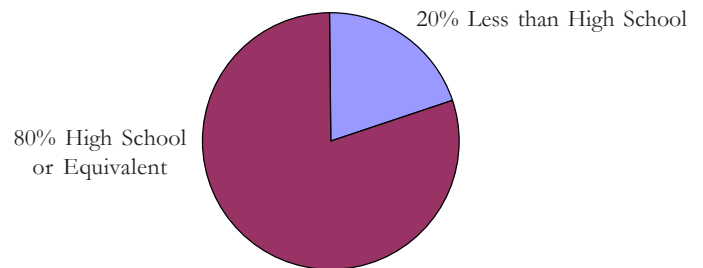
FT = Full-time Employees

PT = Part-time Employees

*Percentages are based on the number of employers responding to this question.*

## Employer Requirements

### Minimum Level of Education Required



*Percentages are based on the number of employers responding to this question.*

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	60%	20%	20%
Other Experience Accepted	83%	17%	0%
Training as Substitute for Experience	67%	33%	0%
Technical or Vocational Training Required	20%	47%	33%

### Available Training

- Henkels & McCoy, Inc.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** operate electric testing equipment; apply principles of microwave technology; read blueprints; read schematics; implement safe work practices; use hand tools; operate trenching machines; apply laser technology; use service manuals; climb poles; crawl under buildings; work independently; read and follow instructions; write legibly.

**Skills in:** problem solving; basic math; oral communication.

# Telephone and Cable TV Line Installers and Repairers (continued)

**Other:** understanding of fiber optics; possession of good color perception; willingness to work with close supervision; willingness to work on-call.

**Licenses/Certificates:** possession of a valid driver's license.

## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Very Difficult

### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Newspaper Ads	80%
Employee Referrals	67%
Other	40%

**Size of Occupation:** Medium (380 - 520)

**Gender:** 95% male; 5% female

### Where the Jobs Are

Major Employing Industries:

- Electrical Work
- Cable and Other Pay TV Services
- Telephone Communications

## Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
7%	60%	33%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	27%	73%

**Growth Rate:** Much Faster Than Average (36.8%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 23 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions, such as Technician and Supervisor.

# Tire Repairers and Changers

OES Code: 859530

15 Employers Responded

78 Jobs Represented

## Description

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Only employees who primarily repair and change tires are included.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.00	\$ 5.75
New hires/with experience	\$ 5.75	\$ 9.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 7.50	\$13.00	\$ 9.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

### Benefits

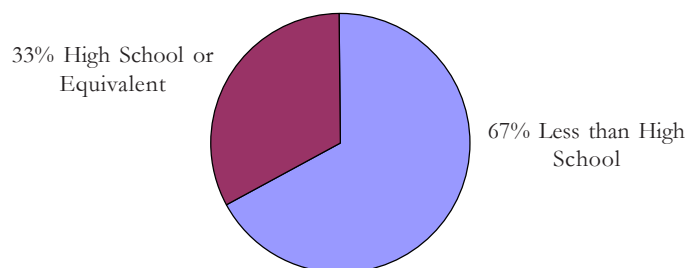
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	13%	0%	60%	0%	7%	0%	20%	7%
Dental Ins.	0%	0%	33%	0%	7%	0%	60%	7%
Vision Ins.	0%	0%	33%	0%	7%	0%	60%	7%
Life Ins.	7%	0%	27%	0%	7%	0%	60%	7%
Sick Leave	33%	0%	13%	0%	0%	0%	53%	7%
Vacation	80%	0%	13%	0%	0%	0%	7%	7%
Retire. Plan	7%	0%	40%	0%	7%	0%	47%	7%
Child Care	0%	0%	0%	0%	0%	0%	100%	7%
Other	7%	0%	7%	0%	0%	0%	0%	7%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

## Employer Requirements

### Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	67%	27%	6%
Other Experience Accepted	55%	45%	0%
Training as Substitute for Experience	64%	36%	0%
Technical or Vocational Training Required	0%	60%	40%

### Available Training

Our research indicates that no formal training is locally available for this occupation.

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** write legibly; perform basic mathematical computations; read and follow instructions; work independently; use a computer terminal; operate hydraulic machinery and equipment; balance tires; use hand tools; lift at least 100 lbs.

**Skills in:** oral communication; tire changing; tire repairing; public contact; cash handling.

## Tire Repairers and Changers (continued)

**Other:** willingness to work with close supervision; possession of mechanical aptitude; knowledge of sales techniques; knowledge of cost estimating; knowledge of safe equipment operating practices.

**Licenses/Certificates:** possession of a valid driver's license.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Very Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Walk-in Applicants	67%
Employee Referrals	60%
Newspaper Ads	60%

**Size of Occupation:** Small (100 - 110)

**Gender:** 96% male; 4% female

#### Where the Jobs Are

Major Employing Industries:

- Auto and Home Supply Stores
- Department Stores

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
20%	47%	33%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
14%	33%	53%

**Growth Rate:** Slower Than Average (10%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 30 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions, such as Mechanic or Management.



# Welders and Cutters

OES Code: 939140

15 Employers Responded

309 Jobs Represented

## Description

Welders and Cutters use flamecutting, hand, arc and gas welding equipment, and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Wages and Benefits

### Wages (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	*Insufficient Data		
New hires/with experience	\$ 5.75	\$18.00	\$12.00
Experienced/3+ yrs. with firm	\$ 6.50	\$21.00	\$14.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

\*Fewer than three responses exist for this wage level for this occupation.

### Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	40%	0%	40%	0%	7%	0%	13%	0%
Dental Ins.	33%	0%	33%	0%	7%	0%	27%	0%
Vision Ins.	13%	0%	7%	0%	7%	0%	73%	0%
Life Ins.	33%	0%	33%	0%	7%	0%	27%	0%
Sick Leave	13%	0%	0%	0%	7%	0%	80%	0%
Vacation	73%	0%	0%	0%	0%	0%	27%	0%
Retire. Plan	7%	0%	33%	0%	7%	0%	53%	0%
Child Care	0%	0%	0%	0%	7%	0%	93%	0%
Other	0%	0%	0%	0%	7%	0%	0%	0%

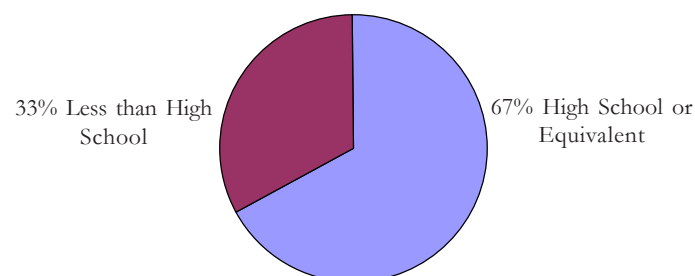
FT = Full-time Employees

PT = Part-time Employees

*Percentages are based on the number of employers responding to this question.*

## Employer Requirements

### Minimum Level of Education Required



*Percentages are based on the number of employers responding to this question.*

### Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	87%	7%	6%
Other Experience Accepted	23%	77%	0%
Training as Substitute for Experience	43%	57%	0%
Technical or Vocational Training Required	40%	33%	27%

### Available Training

- Bakersfield College
- Cerro Coso Community College
- Inyo County Adult Education
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Sierra Sands Unified School District Adult School Program
- Taft College

### Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

**Ability to:** operate inspection equipment; read blueprints; read working drawings; use precision tools;



## Welders and Cutters (continued)

pass a work performance test; work in awkward positions; work from ladders and scaffolds; stand continuously for 2 or more hours; work independently; read and follow instructions; write legibly.

**Skills in:** arc welding; gas welding; basic math; oral communication.

**Other:** possession of mechanical aptitude; willingness to work with close supervision.

**Licenses/Certificates:** certified structural welder; certified pressure vessel and pipe welder.

### Employment Trends

#### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Very Difficult

#### Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation:

Method	Percent of Responding Employers
Employee Referrals	80%
Newspaper Ads	60%
Walk-In Applicants	60%

**Size of Occupation:** Large (720 - 880)

**Gender:** 97% male; 3% female

#### Where the Jobs Are

Major Employing Industries:

- Oil and Gas Field Services
- Heavy Construction, Except Highway
- Fabricated Structural Metal Product

#### Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 47%	Grew 53%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 53%	Grow 47%
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**Growth Rate:** Faster Than Average (22.2%)

*(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 16.9% for the period 1997 through 2004.)*

### Other Information

#### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

#### Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Machinist and Foreperson.

# Occupations Summary

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Bartenders	Medium	Slower Than Average	Experienced: Moderate Inexperienced: None	\$ 5.88 \$ 6.00 \$ 7.00
Bus Drivers	Medium	Slower Than Average	Experienced: Very Inexperienced: Moderate	<u>Union</u> <u>Non-Union</u> \$ 5.75      \$ 8.00 \$ 8.23      \$ 8.91 \$10.36      \$ 9.63
Call Center Workers	Small <sup>1</sup>	Much Faster Than Average <sup>1</sup>	Experienced: Moderate Inexperienced: Moderate	\$ 7.25 \$ 8.00 \$10.00
Child Care Workers	Medium	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.00 \$ 6.00 \$ 6.80
Civil Engineers	Small	Average	Experienced: Moderate Inexperienced: Moderate	\$17.26 \$16.00 \$22.00
Correction Officers and Jailers	Very Large	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	<u>Union</u> <u>Non-Union</u> \$12.50      \$11.16 \$13.65      \$11.41 \$15.09      \$13.25
Dental Hygienists	Small	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$28.57 \$31.25 \$34.38
Dispatchers, Except Police, Fire and Ambulance	Small	Average	Experienced: Moderate Inexperienced: Very	\$ 7.00 \$ 7.88 \$10.00
Electrical and Electronic Engineers	Large	Average	Experienced: Very Inexperienced: Moderate	\$13.42 \$19.11 \$26.79
Employment Interviewers - Private or Public Employment Service	Small <sup>3</sup>	Slower Than Average	Experienced: Very Inexperienced: Moderate	<u>Union</u> <u>Non-Union</u> \$13.87      \$ 8.50 \$14.34      \$11.51 \$16.56      \$14.09

## Occupations Summary (continued)

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Financial Managers	Large	Average	Experienced: Moderate Inexperienced: Moderate	\$11.51 \$19.18 \$21.58
Forklift Operators	Large <sup>1</sup>	Slower Than Average <sup>1</sup>	Experienced: Moderate Inexperienced: Moderate	\$ 6.25 \$ 7.00 \$ 8.25
Home Health Aides	Small <sup>3</sup>	Much Faster Than Average	Experienced: Very Inexperienced: Moderate	\$ 7.29 \$ 7.63 \$ 8.50
Legal Secretaries	Medium	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	Insufficient Data <sup>2</sup> \$10.00 \$13.81
Lodging Managers	Large <sup>1</sup>	Faster Than Average <sup>1</sup>	Experienced: Very Inexperienced: Moderate	\$ 8.15 \$10.00 \$13.30
Marketing, Advertising, and Public Relations Managers	Medium	Faster Than Average	Experienced: Very Inexperienced: Moderate	\$11.51 \$11.51 \$15.00
Packaging and Filling Machine Operators and Tenders	Small <sup>3</sup>	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.03 \$ 6.25 \$ 7.50
Personnel, Training, and Labor Relations Managers	Medium	Faster Than Average	Experienced: Very Inexperienced: Moderate	<u>Union</u> <u>Non-Union</u> N/A      Insufficient Data <sup>2</sup> \$11.78      \$18.70 \$14.34      \$22.86
Radiologic Technologists	Small	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$14.00 \$15.11 \$18.00
Roofers	Small	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.50 \$ 9.00 \$12.00

## Occupations Summary (continued)

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Teachers and Instructors - Vocational Education and Training	Medium	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$10.23 \$12.40 \$16.33
Teachers - Special Education	Large	Much Faster Than Average	Experienced: Very Inexperienced: Very	\$16.29 \$18.63 \$19.94
Telephone and Cable TV Line Installers and Repairers	Medium	Much Faster Than Average	Experienced: Very Inexperienced: Very	\$ 7.25 \$10.00 \$14.00
Tire Repairers and Changers	Small	Slower Than Average	Experienced: Very Inexperienced: Very	\$ 5.75 \$ 7.00 \$ 9.00
Welders and Cutters	Large	Faster Than Average	Experienced: Very Inexperienced: Very	Insufficient Data <sup>2</sup> \$12.00 \$14.00

<sup>1</sup> Occupational forecast information is not available for this specific occupation; data reported here are for similar occupations. Please refer to the applicable occupational summary for more details.

<sup>2</sup> Fewer than three responses exist for this wage level for this occupation.

<sup>3</sup> Projections for occupational size are annual averages and may not accurately portray the number of workers in this occupation at the time the survey was conducted.

# Training and Education

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## Kern, Inyo and Mono Counties

**T**his section provides basic information about the locally available training and education programs designed to prepare persons for entry into the 25 occupations summarized in this report. It is not meant to be an all-inclusive training directory for the three-county area.

The programs cited in the following pages include certificate and degree programs offered through public secondary schools; adult education; formal apprenticeships; community colleges; private schools, colleges and universities; Regional Occupational Programs; and state universities.

The information in this section is presented first by occupation, followed by a listing of related occupational training programs and their providers. A directory of training and education providers, their addresses, phone numbers, fax numbers, and e-mail and Internet addresses (if available) is also provided. Additional information regarding these and other programs and training and education providers is available from Employers' Training Resource and at the California Occupational Information Coordinating Committee website (<http://www.soicc.ca.gov>).

*Please note that the Kern, Inyo and Mono Workforce Investment Board, Employers' Training Resource and LMID/EDD do not endorse or recommend any particular training providers or programs. Additionally, while we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the education and training providers directly to verify or update information.*

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# Related Training and Education

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## Bartenders (650050)

- Bakersfield Academy of Bartending
  - Bartender
  - Bartender Flair

## Bus Drivers (971080)

Our research indicates that formal training is locally unavailable for this occupation.

## Call Center Workers (531230999)

Our research indicates that formal training is locally unavailable for this occupation.

## Child Care Workers (680380)

- Bakersfield College
  - Child Development and Family Relations
  - Licensed Family Child Care Provider Levels I & II
- Cerro Coso Community College
  - Child Development
- Community Connection for Child Care
  - Licensed Family Child Care Provider
  - Miscellaneous Child Care Classes
- Kern High School District - Career Resource Department
  - Child Care Worker/Licensed Family Child Care Provider
- Kern County Regional Occupational Program
  - Applied Child Development
- Taft College
  - Early Childhood Education
  - Family Child Care Certificate

## Civil Engineers (221210)

- Bakersfield College
  - Engineering

## Correction Officers and Jailers (630170)

- Bakersfield College
  - Corrections Academy
- San Joaquin Valley College, Inc.
  - Corrections - Criminal Justice
- Taft College
  - Corrections Officer Core Course

## Dental Hygienists (329080)

- Taft College
  - Dental Hygiene

## Dispatchers, Except Police, Fire and Ambulance (580050)

Our research indicates that formal training is locally unavailable for this occupation.

## Electrical and Electronic Engineers (221260)

- Bakersfield College
  - Engineering
- California State University, Fresno (Edwards Airforce Base)
  - Electrical Engineering
- California State University, Northridge (Edwards Airforce Base)
  - Electrical Engineering

## Employment Interviewers - Private or Public Employment Service (215080)

- Bakersfield College
  - Business Administration
  - Human Services
  - Psychology
  - Sociology
- California State University, Bakersfield
  - Management
  - Managing Human Resources
  - Psychology
  - Sociology
- Cerro Coso Community College
  - Business Administration

## Financial Managers (130020)

- Bakersfield College
    - Accounting
    - Business Administration
  - California State University, Bakersfield
    - Accounting
    - Management
  - Cerro Coso Community College
    - Business Administration
  - National University - Bakersfield Academic Center
    - Business Administration
  - San Joaquin Valley College
    - Business Administration
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## Related Training and Education (continued)

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### Financial Managers (continued)

- Taft College
  - Accounting
  - Business Administration
- University of LaVerne Extension
  - Business Administration
- University of Phoenix (Bakersfield)
  - Business Accounting
  - Business Administration
  - Business Management
- University of Phoenix (Edwards Air Force Base)
  - Business Administration
- Vanguard University Extension
  - Business Administration
- Webster University Extension
  - Business Administration

### Forklift Operators (921683999)

- Sierra Safety Training Center
  - Forklift Operator
  - Forklift Operator Recertification
- Taft College
  - Forklift Training

### Home Health Aides (660110)

- Arvin High School
  - Health Related Occupations Academy
- Bakersfield College
  - Nurse Assistant
- Career Development Center
  - Nursing Assistant/Home Health Aide
- Cerro Coso Community College
  - Certified Nurses Aide
- Delano Adult School
  - Certified Nurse Assistant
- East Bakersfield High School
  - Health Careers Academy
- Inyo County Adult Education
  - Certified Nurse Assistant
- Inyo County Regional Occupational Program
  - Certified Nurse Assistant
- Kern High School District - Career Resource Department
  - Certified Nurse Assistant

### Home Health Aides (continued)

- Kern High School District Regional Occupational Center
  - Nursing Assistant
- Kern Valley High School
  - ECHO Health Careers Academy
- North Kern Vocational Training Center
  - Nursing Assistant
- Stockdale High School
  - Health Careers Academy

### Legal Secretaries (551020)

- California State University, Bakersfield
  - Attorney Assistant
- California Technical College
  - Paralegal Skills
- Santa Barbara Business College
  - Legal Office Systems

### Lodging Managers (150262)

- Bakersfield College
  - Hotel/Motel Management
  - Hotel/Motel Operations
- Career Development Center
  - Hotel and Casino Operations and Management
  - Lodging Operations
- Cerro Coso Community College
  - Resort and Commercial Recreational Management

### Marketing, Advertising, and Public Relations Managers (130110)

- Bakersfield College
    - Marketing
  - California State University, Bakersfield
    - Communications
    - Marketing
  - University of LaVerne Extension
    - Business Administration
  - University of Phoenix (Bakersfield)
    - Business Administration
    - Business Marketing
  - University of Phoenix (Edwards Air Force Base)
    - Business Administration
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## Related Training and Education (continued)

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### Marketing, Advertising, and Public Relations Managers (continued)

- Business Marketing
- Vanguard University Extension
  - Business Administration
- Webster University Extension
  - Business Administration

### Packaging and Filling Machine Operators and Tenders (929740)

Our research indicates that formal training is locally unavailable for this occupation.

### Personnel, Training, and Labor Relations Managers (130050)

- Bakersfield College
  - Business Administration
- California State University, Bakersfield
  - Business Administration
  - Management
  - Managing Human Resources
- National University
  - Business Administration
- University of LaVerne Extension
  - Business Administration
  - Public Administration
- University of Phoenix (Bakersfield)
  - Business Administration
  - Business Management
- University of Phoenix (Edwards Air Force Base)
  - Business Administration
  - Business Management
- Vanguard University
  - Business Administration
- Webster University Extension
  - Business Administration

### Radiologic Technologists (329190)

- Bakersfield College
  - Radiologic Technology

### Roofers (878080)

- Arvin High School
  - Construction/Design Academy

### Roofers (continued)

- Bakersfield College
  - Construction Technology
  - Carpentry Apprenticeship
- Career Development Center
  - Construction Trades
- Carpenters Local No. 743
  - Carpenters Joint Apprenticeship
- Cerro Coso Community College
  - Carpentry Apprenticeship
- Kern County Regional Occupational Program
  - Construction Technology
- Kern High School District Regional Occupational Center
  - Carpentry
- North Kern Vocational Training Center
  - Construction
- West Side Regional Occupational Program
  - Construction Trades

### Teachers and Instructors - Vocational Education and Training (313140)

- California State University, Bakersfield
  - Teacher Education
- University of LaVerne Extension
  - Education

### Teachers - Special Education (313110)

- California State University, Bakersfield
  - Advanced Educational Studies
  - Education
  - Teacher Education
- University of LaVerne Extension
  - Special Education Specialist: Learning Handicapped

### Telephone and Cable TV Line Installers and Repairers (857020)

- Henkels & McCoy, Inc.
  - Telecommunications Cabling Technician

### Tire Repairers and Changers (859530)

Our research indicates that no formal training is locally available for this occupation.

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## Related Training and Education (continued)

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### Welders and Cutters (939140)

- Bakersfield College
    - Gas Metal Arc/Gas Tungsten Arc Welding/Flux Core Arc Welding
    - Industrial Technology Welding Option
    - Shielded Metal Arc Welding
    - Welding
  - Cerro Coso Community College
    - Welding Technology
  - Inyo County Adult Education
    - Welding
  - Inyo County Regional Occupational Program
    - Welding
  - Kern County Regional Occupational Program
    - Welding
  - Kern High School District Regional Occupational Center
    - Welding
  - North Kern Vocational Training Center
    - Welding/Pipe Welder
  - Sierra Sands Unified School District Adult School Program
    - Welding
  - Taft College
    - Welding
-

# Training and Education Providers

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**Arvin High School\***

900 Varsity Road  
Arvin, CA 93203-2421  
Phone: (661) 854-5561  
Fax: (661) 854-5943  
Internet URL: <http://www.khsd.k12.ca.us/arvin>  
\*The Health Careers Academy is offered under the California Partnership Academics Program which is for high school students only.

**Bakersfield Academy of Bartending**

1818 Eye Street  
Bakersfield, CA 93301  
Phone: (661) 634-9655

**Bakersfield College**

1801 Panorama Drive  
Bakersfield, CA 93305-1299  
Phone: (661) 395-4011  
Fax: (661) 395-4241  
Internet URL: <http://www.bc.cc.ca.us>

**California State University, Bakersfield**

9001 Stockdale Highway  
Bakersfield, CA 93311-1022  
Phone: (661) 664-2011  
Fax: (661) 664-6950  
Internet URL: <http://www.csubak.edu>

**California State University, Fresno Extension**

P. O. Box 53  
Edwards Air Force Base, CA 93523-0053  
140 Methusa Avenue, Room 117  
Edwards Air Force Base, CA 93524-1400  
Phone: (661) 258-5936  
Fax: (559) 278-4475  
E-Mail: [enr@CSUFresno.edu](mailto:enr@CSUFresno.edu)  
Internet URL: <http://www.enr.csufresno.edu/Edwards.html>

**California State University, Northridge Extension**

140 Methusa Avenue, Room 107  
Edwards Air Force Base, CA 93524-1400  
Phone: (661) 258-6955  
Fax: (661) 258-8430  
E-Mail: [admissions.records@csun.edu](mailto:admissions.records@csun.edu)  
Internet URL: <http://www.csun.edu>

**California Technical College**

1203 Main Street  
Delano, CA 93215-1735  
Phone: (661) 725-9552  
Fax: (661) 725-9552  
E-Mail: [preciousgifts.net](mailto:preciousgifts.net)

**Career Development Center**

P. O. Box 1467  
Bishop, CA 93515-1467  
270 North See Vee Lane  
Bishop, CA 93514-8067  
Phone: (760) 873-5107  
Fax: (760) 873-4107  
E-Mail: [consovc@qnet.com](mailto:consovc@qnet.com)

**Carpenter's Local No. 743**

911 20th Street  
Bakersfield, CA 93301-2999  
Phone: (661) 327-1429  
Fax: (661) 322-8577

**Cerro Coso Community College**

3000 College Heights Boulevard  
Ridgecrest, CA 93555-9571  
Phone: (760) 384-6100  
Fax: (760) 375-4776  
Internet URL: <http://www.cc.cc.ca.us>  
E-Mail: [Ibozarth@cc.cc.ca.us](mailto:Ibozarth@cc.cc.ca.us)

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## Training and Education Providers (continued)

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**Community Connection for Child Care**

2000 24th Street, Suite 100  
Bakersfield, CA 93301-3834  
Phone: (661) 861-5200  
Fax: (661) 861-5261  
Internet URL: <http://www.kern.org/cccc>

**Delano Adult School**

1811 Princeton Street  
Delano, CA 93125  
Phone: (661) 720-4172  
Fax: (661) 725-5852

**East Bakersfield High School\***

2200 Quincy Drive  
Bakersfield, CA 93306-4097  
Phone: (661) 871-7221  
Fax: (661) 872-6980  
E-Mail: [danderson@khsd.k12.ca.us](mailto:danderson@khsd.k12.ca.us)  
Internet URL: <http://www.khsd.k12.ca.us/east>

\*The Health Careers Academy is offered under the California Partnership Academies Program which is for high school students only.

**Henkels & McCoy, Inc.**

6734 Charity Lane, Suite 5  
Bakersfield, CA 93308-5945  
Phone: (661) 322-5041  
Fax: (661) 974-5521  
Internet URL: <http://www.henkelsandmccoy.com>

**Inyo County Adult Education**

P. O. Box G  
Independence, CA 93526-0607  
Phone: (760) 878-2426  
Fax: (760) 878-2903  
E-Mail: [suzette\\_russi@inyo.k12.ca.us](mailto:suzette_russi@inyo.k12.ca.us)

**Inyo County Regional Occupational Program**

P. O. Box G  
Independence, CA 93526-0607  
Phone: (760) 878-2426  
Fax: (760) 878-2903  
E-Mail: [jim\\_meadowcroft@inyo.k12.ca.us](mailto:jim_meadowcroft@inyo.k12.ca.us)

**Kern County Regional Occupational Program**

15926 K Street  
Mojave, CA 93501-1713  
Phone: (661) 824-9313  
Fax: (661) 824-9316  
E-Mail: [damcqui@zeus.kern.org](mailto:damcqui@zeus.kern.org)

**Kern High School District - Career Resource  
Department**

2727 "F" Street  
Bakersfield, CA 93301-1817  
Phone: (661) 322-7492  
Fax: (661) 322-2738  
E-Mail: [pipra\\_stewart@khsd.k12.ca.us](mailto:pipra_stewart@khsd.k12.ca.us)  
Internet URL: <http://www.khsd.k12.ca.us>

**Kern High School District Regional  
Occupational Center**

501 South Mt. Vernon Avenue  
Bakersfield, CA 93307-2859  
Phone: (661) 831-3327  
Fax: (661) 398-8239  
Internet URL: <http://www.khsd.k12.ca.us/roc>

**Kern Valley High School\***

3340 Erskine Creek Road  
Lake Isabella, CA 9320-9609  
Phone: (760) 379-2611  
Fax: (760) 379-8314  
E-Mail: [peggy\\_hosman@khsd.k12.ca.us](mailto:peggy_hosman@khsd.k12.ca.us)  
Internet URL: <http://www.khsd.k12.ca.us/kernvalley>

\*The ECHO Health Careers Academy is offered under the California Partnership Academies Program which is for high school students only.

**National University - Bakersfield Academic  
Center**

4560 California Avenue  
Bakersfield, CA 93309-1150  
Phone: (661) 864-2360  
Fax: (661) 864-2368  
E-Mail: [rseibly@nu.edu](mailto:rseibly@nu.edu)  
Internet URL: <http://www.nu.edu>

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## Training and Education Providers (continued)

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### North Kern Vocational Training Center

2150 Seventh Street  
Wasco, CA 93280-1563  
Phone: (661) 758-3045  
Fax: (661) 758-5956

### San Joaquin Valley College

201 New Stine Road  
Bakersfield, CA 93309-2659  
Phone: (661) 834-0126  
Fax: (661) 834-1021  
E-Mail: dawnbourelle@sjvc.com  
Internet URL: <http://www.sjvc.com>

### Santa Barbara Business College

211 Real Road  
Bakersfield, CA 93309-2139  
Phone: (661) 835-1100  
Fax: (661) 835-0242  
E-Mail: sbbcbk@aol.com  
Internet URL: <http://www.sbbcollege.com>

### Sierra Safety Training Center

P. O. Box 42216  
Bakersfield, CA 93384-2116  
7001 McDivitt Drive, Suite D  
Bakersfield, CA 93313-2030  
Phone: (661) 827-0115  
Fax: (661) 827-0558  
E-Mail: sierrasafetytrainingcenter@juno.com

### Sierra Sands Unified School District Adult School Program

113 West Felspar Avenue  
Ridgecrest, CA 93555-3589  
Phone: (760) 446-5872  
Fax: (760) 446-3328

### Stockdale High School\*

2800 Buena Vista Road  
Bakersfield, CA 93311-9791  
Phone: (661) 665-2800  
Fax: (661) 665-0914  
Internet URL: <http://www.khsd.k12.ca.us/stockdale>

\*The Health Careers Academy is offered under the California Partnership Academies Program which is for high school students only.

### Taft College

29 Emmons Park Drive  
Taft, CA 93268-4931  
Phone: (661) 763-7700  
Fax: (661) 763-7758  
Internet URL: <http://www.taft.cc.ca.us>  
E-Mail: sliddell@taft.org

### University of LaVerne Extension

1430 Truxtun Avenue, Suite 120  
Bakersfield, CA 93301-0153  
Phone: (661) 328-1430 or (800) 695-4858, Ext. 5220  
Fax: (661) 328-1378  
E-Mail: haughtl@ulv.edu  
Internet URL: <http://www.ulv.edu>

### University of Phoenix (Bakersfield)

4900 California Avenue, Tower A, Suite 300  
Bakersfield, CA 93309-7018  
Phone: (661) 633-0300  
Fax: (661) 633-2711  
E-Mail: dkwatson@appollogrp.edu  
Internet URL: <http://www.phoenix.edu>

### University of Phoenix (Edwards Air Force Base)

140 Methusa Avenue  
Edwards Air Force Base, CA 93524-1401  
Phone: (661) 258-5916  
Fax: (661) 258-5917  
Internet URL: <http://www.phoenix.edu>

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## **Training and Education Providers (continued)**

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### **Vanguard University Extension**

4901 California Avenue  
Bakersfield, CA 93309-1111  
Phone: (661) 327-3353  
Fax: (661) 327-1995  
E-Mail: [sps@vanguard.edu](mailto:sps@vanguard.edu)  
Internet URL: <http://www.vanguard.edu>

### **Webster University Extension**

140 Methusa Avenue, 95 MSS/DPEE  
Edwards Air Force Base, CA 93524-1400  
Phone: (661) 258-8501  
Fax: (661) 258-8507  
E-Mail: [duggand@webster.edu](mailto:duggand@webster.edu)

### **West Side Regional Occupational Program**

P. O. Box 1337  
515 Ninth Street  
Taft, CA 93268-1337  
Phone: (661) 765-7185  
Fax: (661) 765-7187  
E-Mail: [dcloud@zeus.kern.org](mailto:dcloud@zeus.kern.org)

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# Previously Surveyed Occupations

**L**isted below are occupations that Employers' Training Resource has previously surveyed since 1997 for Kern, Inyo and Mono Counties under the California Cooperative Occupational Information System (CCOIS) project. The OES Code appears in parentheses after each occupational title, followed by the year in which the occupation was last surveyed. Summaries of these occupations are available through Employers' Training Resource or at the state of California Employment Development Department website (<http://www.calmis.cahwnet.gov>).

## Kern County

**Accountants and Auditors** (211140), 1999  
**Automotive Body and Related Repairers** (853050), 1997  
**Automotive Mechanics** (853020), 1999  
**Bakers—Bread and Pastry** (650210), 1999  
**Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers** (553380), 1998  
**Bus and Truck Mechanics and Diesel Engine Specialists** (853110), 1998  
**Child Care Workers** (680380), 1997  
**Computer Aided Design (CAD) Technicians** (003362999), 1999  
**Computer Programmers, Including Aides** (251051), 1998  
**Cooks - Restaurant** (650260), 1997  
**Correction Officers and Jailers** (630170), 1997  
**Counter and Rental Clerks** (490170), 1999  
**Data Processing Equipment Repairers** (857050), 1997  
**Dental Assistants** (660020), 1998  
**Electricians** (872020), 1998  
**Farm Equipment Mechanics** (853210), 1997  
**First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations** (510020), 1999  
**Food Preparation Workers** (650380), 1998  
**Gaugers** (950170), 1997  
**General Office Clerks** (553470), 1999

**Graders and Sorters - Agricultural Products** (790110), 1997  
**Guards and Watch Guards** (630470), 1998  
**Hairdressers, Hairstylists, and Cosmetologists** (680050), 1999  
**Hand Packers and Packagers** (989020), 1997  
**Heating, Air Conditioning, and Refrigeration Mechanics and Installers** (859020), 1997  
**Home Health Care Workers** (660110), 1997  
**Hosts, Hostesses - Restaurant, Lounge or Coffee Shop** (650020), 1994  
**Hotel Desk Clerks** (538080), 1998  
**Instructional Aides** (315211), 1999  
**Janitors and Cleaners - Except Maids and Housekeeping Cleaners** (670050), 1998  
**Machinists** (891080), 1999  
**Maids and Housekeeping Cleaners** (670020), 1998  
**Medical Records Technicians** (329110), 1999  
**Medical Secretaries** (551050), 1997  
**Network Control Technicians** (031262995), 1998  
**Operating Engineers** (979560), 1998  
**Personnel, Training, and Labor Relations Specialist** (215110), 1997  
**Pharmacy Technicians** (325180), 1999  
**Receptionists and Information Clerks** (553050), 1997  
**Registered Nurses** (325020), 1998  
**Salespersons - Parts** (490140), 1999  
**Salespersons - Retail (Except Vehicle Sales)** (490112), 1998  
**Secretaries, Except Legal and Medical** (551080), 1998  
**Social Workers - Medical and Psychiatric** (273020), 1999  
**Stock Clerks - Stockroom, Warehouse, Storage Yard** (580230), 1999  
**Systems Analysts - Electronic Data Processing** (251020), 1999  
**Teachers - Elementary School** (313050), 1997  
**Teachers - Secondary School** (313080), 1998  
**Telephone and Cable TV Line Installers and Repairers** (857020), 1997  
**Traffic, Shipping, and Receiving Clerks** (580280), 1997

## Previously Surveyed Occupations (continued)

Truck Drivers, Light - Include Delivery and Route Workers (971050), 1998  
 Truck Drivers - Heavy or Tractor Trailer (971020), 1999  
 Vehicle Washers and Equipment Cleaners (989050), 1999  
 Waiters and Waitresses (650080), 1998  
 Welders and Cutters (939140), 1997

### Inyo and Mono Counties

Amusement and Recreation Attendants (680140), 1998  
 Automotive Mechanics (853020), 1997  
 Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers (553380), 1999  
 Carpenters (871020), 1999  
 Cashiers (490230), 1999  
 Cooks - Specialty Fast Food (650320), 1999  
 Food Preparation Workers (650380), 1998  
 General Office Clerks (553470), 1997  
 Hosts, Hostesses - Restaurant, Lounge or Coffee Shop (650020), 1997  
 Hotel Desk Clerks (538080), 1998  
 Laborers, Landscaping and Groundskeeping (790410), 1999  
 Lodging Managers (150262), 1997  
 Maids and Housekeeping Cleaners (670020), 1997  
 Maintenance Repairers - General Utility (851320), 1999  
 Medical Assistants (660050), 1998  
 Paving, Surfacing, and Tamping Equipment Operators (877080), 1998  
 Property and Real Estate Managers and Administrators (150110), 1998  
 Receptionists and Information Clerks (553050), 1999  
 Stock Clerks - Sales Floor (490210), 1997  
 Truck Drivers, Light - Include Delivery and Route Workers (971050), 1997





# Sample Questionnaire

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**  
 Whom should we contact with any further questions?

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation: <b>Bus Drivers</b>			
Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers			
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .			
1. What job title(s) does your firm use for <b>these duties</b> ?		Job Title(s): _____	
2 a. How many employees does your firm currently have <b>in this occupation</b> ?			Number of Employees: _____
b. <b>In this occupation</b> , how many are		Number of Males: _____	Number of Females: _____
c. <b>In this occupation</b> , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____	
3. In your firm, what shifts are available for <b>this occupation</b> ? (check all that apply)		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4 Has your firm hired <b>in this occupation</b> within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:			
vacancies resulting from promotions within your firm?			
vacancies resulting from people in permanent positions leaving your firm?			
new permanent positions resulting from growth?			
temporary, on call, or seasonal positions?			
5 a. During the last 12 months, did your firm's employment <b>in this occupation</b> : (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment <b>in this occupation</b> to: (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6 When you hire applicants for <b>this occupation</b> , is prior experience in this occupation required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
If yes or preferred, how much experience in this occupation is required/preferred?		<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below.	
Is experience in other occupations accepted?		Occupation: _____ (months)	
7 If prior experience is required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			
8 If prior experience is <u>not</u> required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			

9 Does your firm accept training as a substitute for experience <b>in this occupation</b> ? If <b>yes</b> , how many months of training can generally be substituted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																			
10. Is technical or vocational training required prior to employment <b>in this occupation</b> ? If yes or preferred, what kind of training is <b>required</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																			
11. What is the minimum level of education your firm <b>requires</b> when hiring an applicant <b>in this occupation</b> ? (Check one).																																																																																																				
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																				
12. What is the usual income earned by your firm's employees <b>in this occupation</b> at the following levels of skills and experience?	For other compensation, please indicate the average over all earnings and type(s) of compensation.																																																																																																			
<div style="display: flex;"> <div style="width: 30%;"> <ul style="list-style-type: none"> <li>● New hires, no experience (trained or untrained):</li> <li>● New hires who are experienced:</li> <li>● Experienced employees after 3 years with your firm:</li> </ul> <p style="text-align: center;">(Please check one)</p> </div> <div style="width: 70%;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Base Wage or Salary</u></th> <th style="text-align: left; padding: 5px;"><u>Other Compensation</u></th> <th style="text-align: left; padding: 5px;"><u>Type of Compensation</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Commission</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Tips</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;"><input type="checkbox"/> Bonus</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Hour    <input type="checkbox"/> Week</td> <td style="padding: 5px;"><input type="checkbox"/> Hour    <input type="checkbox"/> Week</td> <td style="padding: 5px;"><input type="checkbox"/> Piece Rate</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Month    <input type="checkbox"/> Year</td> <td style="padding: 5px;"><input type="checkbox"/> Month    <input type="checkbox"/> Year</td> <td style="padding: 5px;"><input type="checkbox"/> Other Specify _____</td> </tr> </tbody> </table> </div> </div>	<u>Base Wage or Salary</u>	<u>Other Compensation</u>	<u>Type of Compensation</u>	\$ _____	\$ _____	<input type="checkbox"/> Commission	\$ _____	\$ _____	<input type="checkbox"/> Tips	\$ _____	\$ _____	<input type="checkbox"/> Bonus	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Piece Rate	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Other Specify _____																																																																																		
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13. Are the wages for employees <b>in this occupation</b> subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees <b>in this occupation</b> and which best describes who pays for them:																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2"><u>Employer Pays All</u></th> <th colspan="2"><u>Share Cost</u></th> <th colspan="2"><u>Employee Pays All</u></th> <th colspan="2"><u>Not Provided</u></th> </tr> <tr> <th></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> </tr> </thead> <tbody> <tr><td>Medical Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Dental Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input 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15. a. Does your firm ever promote employees <b>in this occupation</b> to higher level positions? If yes, what are the titles of the positions to which they may be promoted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
b. What skills are important for career advancement?	_____																																																																																																			
16. What computer software skills, if any, does your firm seek in applicants <b>for this occupation</b> ? (Please check all that apply)																																																																																																				
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																				
17. What other new skills are needed to perform the duties of this occupation?	_____																																																																																																			
18. When your firm hires employees <b>for this occupation</b> , which are the top <b>three</b> most successful recruitment methods?																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> In-house promotions or transfers  <input type="checkbox"/> EDD  <input type="checkbox"/> School/program referrals  <input type="checkbox"/> Private employment agencies         </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Newspaper ads  <input type="checkbox"/> Walk-in applicants  <input type="checkbox"/> Union hall referrals  <input type="checkbox"/> Trade journals         </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Internet  <input type="checkbox"/> Colleges/Universities  <input type="checkbox"/> Employee referrals  <input type="checkbox"/> Other (Please specify): _____         </td> </tr> </table>		<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> EDD <input type="checkbox"/> School/program referrals <input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Newspaper ads <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Trade journals	<input type="checkbox"/> Internet <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> Employee referrals <input type="checkbox"/> Other (Please specify): _____																																																																																																
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19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
Would you like to receive a complimentary copy of the survey results for this occupation?																																																																																																				
<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

THANK YOU FOR YOUR COOPERATION!

# Career Services Centers

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## Locations to Serve You

**Bakersfield**

2525 North Chester Avenue, Suite B  
Bakersfield, CA 93308  
(661) 838-1600

1400 S. Union Avenue, Suite 120  
Bakersfield, CA 93307  
(661) 868-8700

5121 Stockdale Highway  
Bakersfield, CA 93309  
(661) 325-HIRE (4473)

**Bishop**

914 Main Street  
Bishop, CA 93514  
(760) 872-1394

**Delano**

800 11th Avenue  
Delano, CA 93215  
(661) 721-3436

**Lake Isabella**

5640 Lake Isabella Boulevard, Suite A-4  
Lake Isabella, CA 93240  
(760) 379-4022

**Lamont**

10215 Stobaugh Street  
Lamont, CA 93241  
(661) 336-6800

**Mojave**

2300 Highway 58  
Mojave, CA 93501  
(661) 824-7800

**Ridgecrest**

540 Perdew Avenue, Suite C  
Ridgecrest, CA 93555  
(760) 446-2595

**Shafter**

113 North Central Valley Highway  
Shafter, CA 93263  
(661) 746-8401

**Taft**

Vocational Technology, Building 1, Room 1  
29 Emmons Park Drive  
Taft, CA 93268  
(661) 763-7701

**Walker**

107384 Highway 395  
Walker, CA 96107  
(530) 495-1262 or 1263